












DIVISION **Turnover tax refunds for foreign businesses**

SUBJECT **“USt 1 T” Form in the form management system**

If you send your application data electronically, then your requests for turnover tax refunds can be processed more quickly. The “USt 1 T “Form has been provided at the following link so that you can do this: <https://www.formulare-bfinv.de/ffw/action/invoke.do?id=ust1t> .

The form can be filled in online in your Web browser. Apart from a Web browser and the latest version of Acrobat-Reader®, you do not need any additional software on your computer. It is to your advantage to have fast Internet access (broadband). The form is filled in using the buttons on the actual form only (not the toolbar in your Internet browser). The buttons look like this:



The form itself is a replica of the 3-page printed form; please complete the pages consecutively. To change page click on the relevant page icon.	
To adjust the text size please use the zoom icon.	
On page 3 of the form a single input line is visible initially. To add another please click on the green ‘+’.	
To add a new line that is pre-filled with the previously entered data please use the icon on the right.	
Input lines can be deleted via the ‘-’ button. The line numbering is preserved.	
If you have already added several continuation pages to page 3 you can navigate within these continuation pages via the navigation button at the bottom of the page.	
You can navigate directly to the page containing an item if you need to by entering the item number.	
To safeguard against loss of data we recommend backing up data regularly. To back up data click on the disk icon. An XML file containing the data you entered will then be generated for downloading. You may also use this function if you wish to take a break from filling in the form and resume at a later time.	
If you wish to resume, once you have re-opened the form you may reinsert the data (the XML file) that was saved on your PC.	
Once the application form has been fully completed you can submit the data to the Federal Central Tax Office by clicking on this icon.	
Then please print out the application by clicking on the print button on the form’s toolbar (not the browser’s toolbar!); an original signature must be provided by the trader (if you are the trader’s tax advisor or authorised representative please get the trader to sign, as stated in line 1 on page 1) and post it to the Federal Central Tax Office together with the required supporting documents.	

Can I use any Internet browser I want?

Yes. Experience has shown though that "Mozilla" performs more satisfactorily than other browsers.

My printout does not have a serial number – why not?

In the current version the serial number is generated only after the application has been submitted in order to avoid potential mix-ups. Therefore please print out the copy of the application only after it has been submitted (the 'submit' button).

Why is the complete toolbar not displayed?



After the application has been submitted no further editing is possible. This is why the editing functions are no longer available.

When I use the "Mozilla Firefox" browser, I get a message that a script is busy or not responding. Is that an error?

No. Confirm the message by clicking on the "continue" button. Alternatively you can adjust the configuration of Mozilla Firefox as follows:

- ✓ Enter "about:config" in the Firefox address bar.
- ✓ Enter the word "time" in the space labelled "Filter". The list of parameters is reduced to about 20-30 entries.
- ✓ Do a double click to open the parameter "dom.max_script_run_time" and then enter a bigger number (e.g. 40).

Important note: Altering the configuration of your Web browser may possibly affect your system's safety or stability when you download other pages from the Internet. The Federal Central Tax Office will not assume any liability for any damage or losses thus caused. If you are not sure about the effects of altering the parameters, then we recommend reversing the adjustment again after the form has successfully been sent off.

Does just sending data electronically suffice by way of an application for a refund?

No. Since transmission is not verified, you have to print out the form after the data has been transmitted, have the original signed by the applicant, and then post the form along with the required original documents to the Federal Central Tax Office.

Any more questions?

- ✓ If you have any technical queries, please contact us by email only at: vatapplic@bzst.bund.de
- ✓ If you have any queries about refunds, please contact our Info Centre by mailing us at (vatrefund@bzst.bund.de) or phoning us at +49-228-406-1200.