INSTRUCTIONS FOR FILLING IN THE TAX INFORMATION
AND ACCEPTANCE OF REGULATIONS

In connection with the entry into force of the **Regulations for the performance of tasks requested by the National Science Centre by the Experts,** log into the **ZSUN/OSF system** to read the regulations, as well as to complete or verify all required data in **Tax Information.** This is essential for cooperation with the Centre as well as for tax and accounting purposes. We kindly ask you to verify all the data inserted in the Tax information form, and to fill it in if you haven't already done so.

Please follow the instructions below, to complete all data correctly.

1. First, please log into the **ZSUN/OSF system** and next, enter the tab **My personal data**, as you can see below.
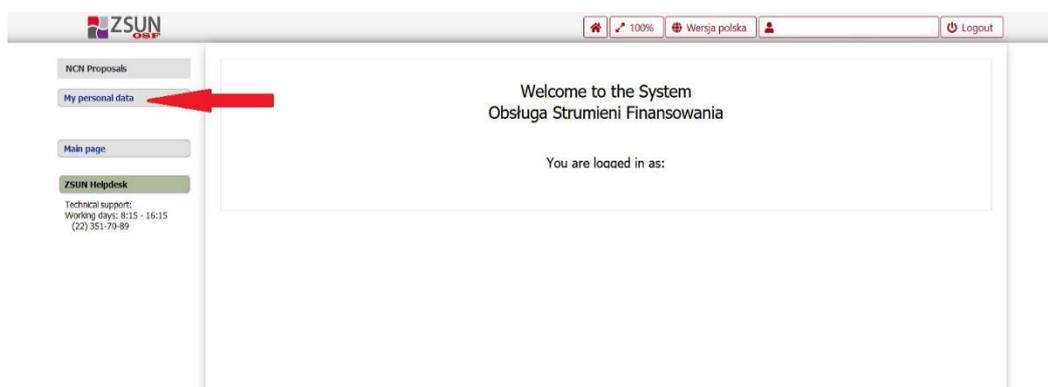
2. After that, enter the tab **NCN Expert Reviewer's data**.
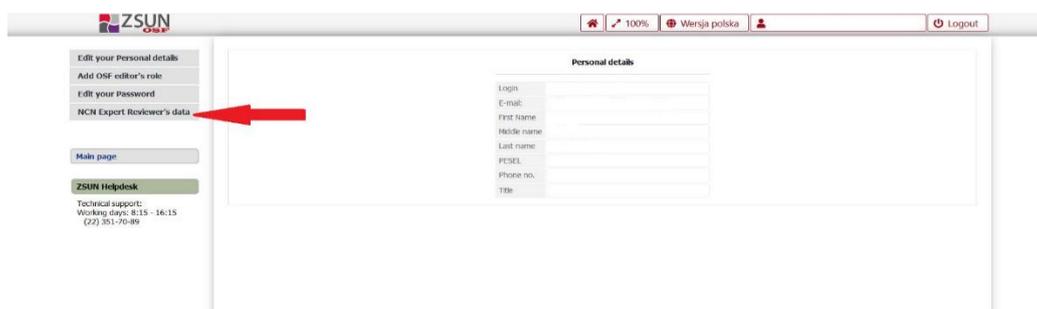
3. In the NCN Expert data tab, please read the **Regulations**, **Code of Ethics for Experts of the National Science Centre** and **Personal data processing at NCN since 25 May 2018 (GDPR)** and go to the Tax Information section to verify or complete the data. Entering data in the **Tax Information** is the next stage before the approval of the **Regulations**.
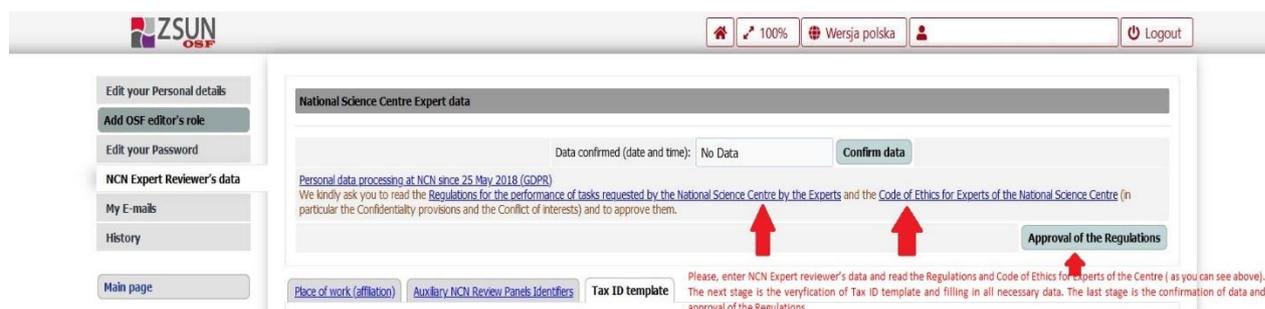
The last step is the approval of the **Regulations**.

TAX INFORMATION – COMPLETION

a. Personal Data

After clicking on the **Personal data** tab, a window for completing data will appear.
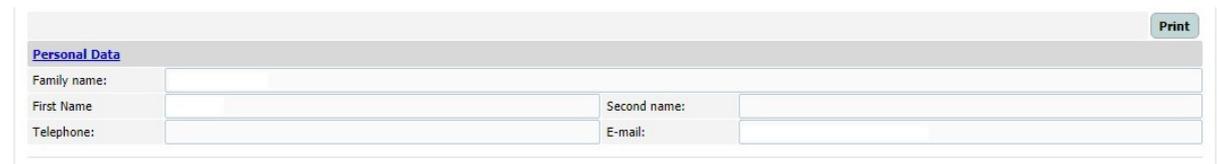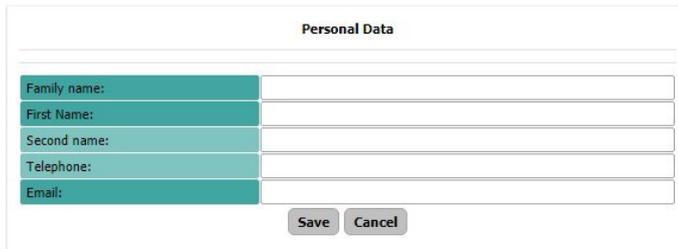
- Now it is time to fill in all required information such as, (**Family name**, **First/Second name**, **Telephone**, **E-mail**). After filling in the data, please save it by clicking on "Save".

b. Home address and Address for correspondence

The next stage is filling in all data concerning **Home address** and **Address for correspondence** (if different from home address).

- Enter the tab as you can see in the photo above (**Home address/Address for correspondence)**, and after displaying the required window, complete the indicated information. All data are mandatory, you can optionally enter the address for correspondence. Then, in separate windows **(see below)** you can complete the required data and save the completed information, clicking on "Save".
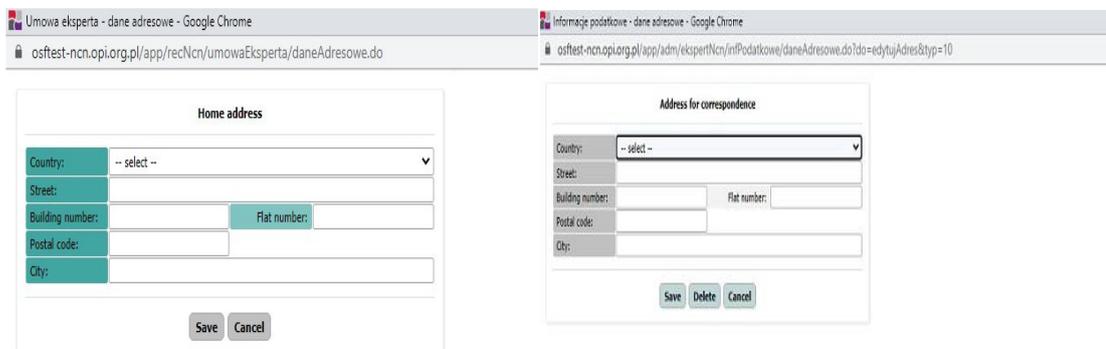
c. Identification data

The next step is to complete the identification data. All information here is mandatory. To complete it, go to the tab **Identification data**, as you can see below. Then you can complete the required information and save it, clicking on "Save".

- Here, you should fill in: **Family** and **First name**, **Second name**, **Father's** and **Mother's name**, **Date** and **Place of birth**. Please indicate **Sex**; this information is for statistical purposes only but is essential for documentation processing.

- Next select **Taxpayer Identification Number (TIN)**. TIN is a tax identification number allocated by the taxpayer's country of residence. If you do not have a TIN, please select another document, such as: **Social security number**, **Passport**, **Official identity document**, **Other tax document**, **Other identity document**. The last step is to save the data by clicking on "Save".

d. Personal Bank Account

The whole procedure for filling in Tax Information includes **Personal Bank Account** data. Please enter in this tab and complete the data in the required format, as in the pictures below.

- Here, you have to fill in all blank items and select the **account currency,** which should be appropriate to sending payment. You should fill in **SWIFT code**, or **routing number/ABA**. Please bear in mind that the data in "**Personal Bank Account**" are solely for the person who is working for the National Science Centre. After filling in all data, save the completed information by clicking on "Save".

- After completing the required information, please carefully check all the data, verify **Place of Work (Affiliation)** and **Auxiliary NCN Review Panels Identifiers** tabs, and then approve **the Regulations** and **Confirm data**, as you can see in the picture below.

Experts who have filled out their Tax Information up until the beginning of July 2020 should log into **the ZSUN/OSF** system and complete the additional required data, such as: **Sex**, **Taxpayer Identification Number** and **Place of issue of this number**, **Full name of the account holder who performs for the National Science Centre**, as well as **Account currency**. This information is essential for the payment procedure.