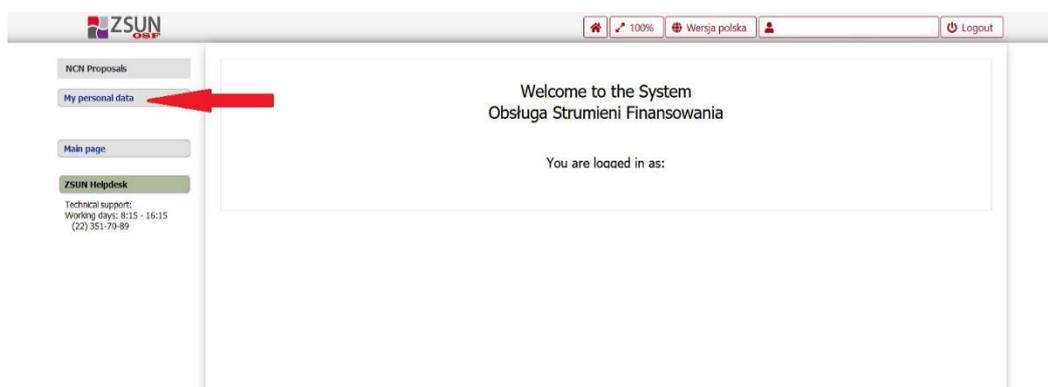


INSTRUCTIONS FOR FILLING IN THE TAX INFORMATION AND ACCEPTANCE OF REGULATIONS

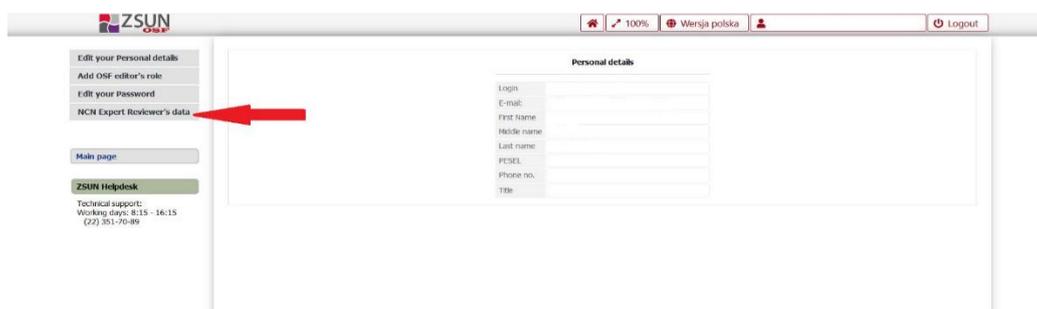
In connection with the entry into force of the **Regulations for the performance of tasks requested by the National Science Centre by the Experts**, log into the **ZSUN/OSF system** to read the regulations, as well as to complete or verify all required data in **Tax Information**. This is essential for 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.

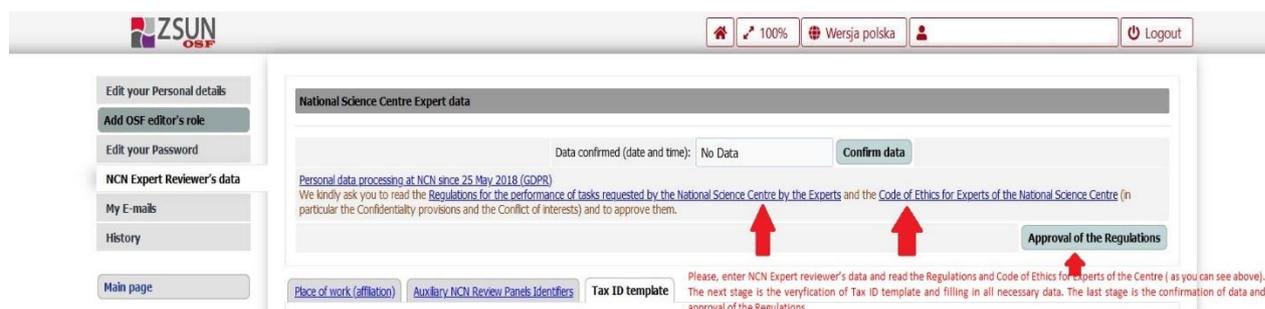
1. First, please log into the **ZSUN/OSF system** and next, enter the tab **My personal data**, as you can see below.



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**.

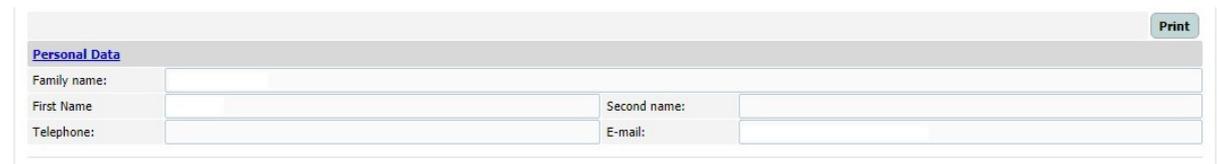


The last step is the approval of the **Regulations**.

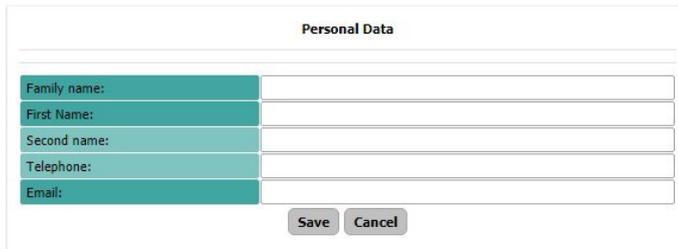
TAX INFORMATION – COMPLETION

a. Personal Data

After clicking on the [Personal data](#) tab, a window for completing data will appear.



The screenshot shows a browser window with a 'Personal Data' tab selected. The form contains the following fields: Family name, First Name, Second name, Telephone, and E-mail. A 'Print' button is visible in the top right corner.



This screenshot shows the 'Personal Data' form with the input fields for Family name, First Name, Second name, Telephone, and Email highlighted in green. 'Save' and 'Cancel' buttons are at the bottom.

- 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".

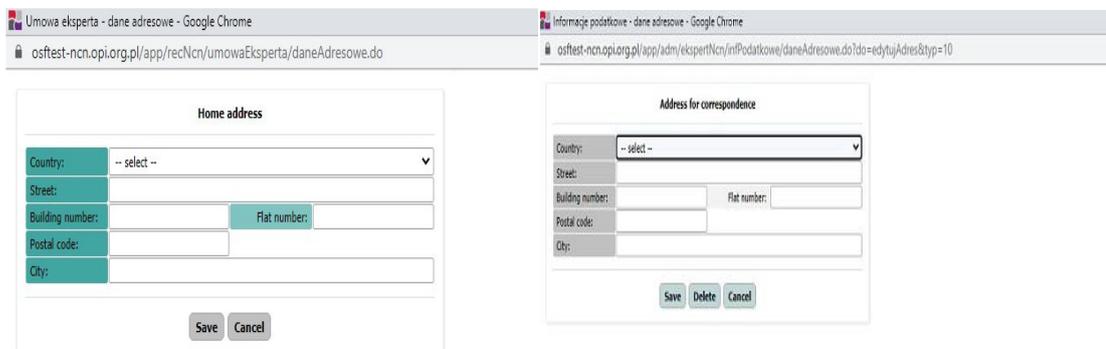
b. Home address and Address for correspondence

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



The screenshot shows two forms. The first is 'Home address' with fields for Country, Street, Building number, Flat number, Postal code, and City. The second is 'Address for correspondence (if different from the address above):' with the same set of fields.

- 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".



Two browser windows are shown side-by-side. The left window is titled 'Umowa eksperta - dane adresowe - Google Chrome' and shows the 'Home address' form. The right window is titled 'Informacje podatnikowe - dane adresowe - Google Chrome' and shows the 'Address for correspondence' form. Both forms have 'Country' as a dropdown menu and 'Save' and 'Cancel' buttons at the bottom.

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".

Identification Data			
Father's name:	<input type="text"/>	Mother's name:	<input type="text"/>
Date of birth (yyyy-mm-dd):	<input type="text"/>	Place of birth:	<input type="text"/>
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Taxpayer identification number:	<input type="text"/>		
<small>Taxpayer Identification Number (TIN) is a tax identification number allocated by the taxpayer's country of residence. If there is no TIN, a taxpayer should quote the number of an identity document issued by that country.</small>			
Place of issue of the above-mentioned number:	<input type="text"/>		
Place of work (affiliation):	<input type="text"/>		



Personal Data	
Family name:	<input type="text"/>
First Name:	<input type="text"/>
Second name:	<input type="text"/>
Father's name:	<input type="text"/>
Mother's name:	<input type="text"/>
Date of birth (yyyy-mm-dd):	<input type="text"/>
Place of birth:	<input type="text"/>
Sex:	<input checked="" type="radio"/> Female <input type="radio"/> Male
Taxpayer identification number:	-- select --
<small>Taxpayer Identification Number (TIN) is a tax identification number allocated by the taxpayer's country of residence. If there is no TIN, a taxpayer should quote the number of an identity document issued by that country.</small>	
Place of issue of the above-mentioned number:	-- select --
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- 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.

Personal Data	
Family name:	<input type="text"/>
First Name:	<input type="text"/>
Second name:	<input type="text"/>
Father's name:	<input type="text"/>
Mother's name:	<input type="text"/>
Date of birth (yyyy-mm-dd):	<input type="text"/>
Place of birth:	<input type="text"/>
Sex:	<input checked="" type="radio"/> Female <input type="radio"/> Male
Taxpayer identification number:	-- select --
<small>Taxpayer Identification Number (TIN) is a tax identification number allocated by the taxpayer's country of residence. If there is no TIN, a taxpayer should quote the number of an identity document issued by that country.</small>	
Place of issue of the above-mentioned number:	-- select --
Place of work (affiliation):	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- 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.

Personal Bank Account	
Full name of the account holder who performs work for the National Science Centre:	<input type="text"/>
Beneficiary's bank account number (IBAN, where relevant):	<input type="text"/>
<i>An IBAN is an International Bank-Account Number. Information on it is available at your bank. An IBAN consists of up to 34 alpha-numeric characters comprising a country code, two check digits and a Basic Bank-Account number.</i>	
SWIFT code attributed to the beneficiary's bank (if relevant):	<input type="text"/>
<i>A SWIFT Code is a standard format of Bank Identifier Codes (BIC) and is a unique identification code attributed to a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers. The SWIFT code consists of 8 or 11 characters.</i>	
Routing number/ABA (if relevant):	<input type="text"/>
<i>Routing number is a form of a bank code. It may refer to ABA (in Unites States) or routing number in Canada. ABA is a nine-digit code.</i>	
Beneficiary's bank name:	<input type="text"/>
Account currency:	<input type="text"/>

- 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**”.

Informacje podatkowe - dane konta bankowego - Google Chrome
osftest-ncn.opi.org.pl/app/adm/ekspertNcn/infPodatkowe/daneKontoBankowe.do?do=edytujKontoB

Personal Bank Account

Full name of the account holder who performs work for the National Science Centre:

Beneficiary's bank account number (IBAN, where relevant):

An IBAN is an International Bank-Account Number. Information on it is available at your bank. An IBAN consists of up to 34 alpha-numeric characters comprising a country code, two check digits and a Basic Bank-Account number.

SWIFT code attributed to the beneficiary's bank (if relevant):

A SWIFT Code is a standard format of Bank Identifier Codes (BIC) and is a unique identification code attributed to a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers. The SWIFT code consists of 8 or 11 characters.

Routing number/ABA (if relevant):

Routing number is a form of a bank code. It may refer to ABA (in Unites States) or routing number in Canada. ABA is a nine-digit code.

Bank name:

Account currency:
-- select --

- 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.

The screenshot displays the ZSUN/OSF user interface. At the top, there is a navigation bar with the ZSUN/OSF logo, a home icon, a 100% zoom level, a language selector for Polish ('Wersja polska'), a user profile icon, and a 'Logout' button. On the left side, there is a sidebar menu with options: 'Edit your Personal details', 'Add OSF editor's role', 'Edit your Password', 'NCN Expert Reviewer's data', 'My E-mails', 'History', 'Main page', and 'ZSUN Helpdesk'. Below the menu, technical support information is provided: 'Technical support: Working days: 8:15 - 16:15 (22) 351-70-89'. The main content area is titled 'National Science Centre Expert data'. A modal dialog box titled 'Akceptacja ogólnych warunków Regulaminu — Mozilla Firefox' is open, displaying the 'Approval of the Regulations' form. The form contains a declaration text: 'I hereby declare that: 1. I have read the Regulations for the performance of tasks requested by the National Science Centre by the Experts and shall follow it when performing the tasks requested by the NCN; 2. I have read and understand the Code of Ethics for Experts of the National Science Centre, in particular the confidentiality provisions, and shall follow it when performing the tasks requested by the NCN; 3. I shall immediately notify the NCN of any circumstances that may cause a conflict of interest with the applicant, principal investigator named in the proposal or principal investigator or co-investigators within the meaning of the Code of Ethics, and/or any circumstances that may raise any doubts as to my impartiality in the performance of tasks requested by the NCN.' Below the text are three buttons: 'Accept', 'Change personal details', and 'Cancel'. A red arrow points to the 'Accept' button. In the background, a button labeled 'Approval of the Regulations' is highlighted with a red circle, and a red text prompt says 'Please, click on the button above'.

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.