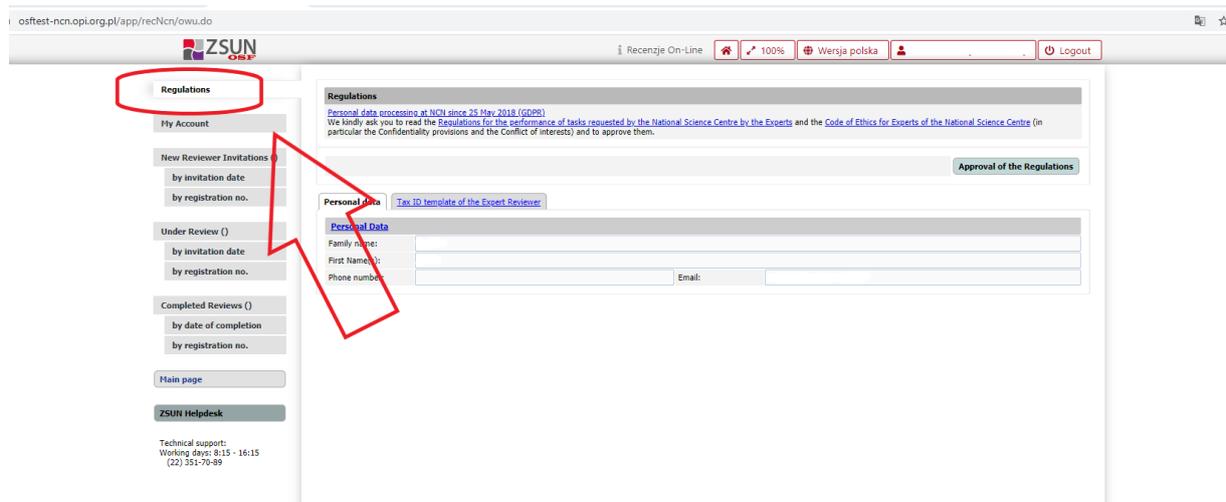


# INSTRUCTIONS FOR FILLING IN THE TAX INFORMATION AND ACCEPTANCE OF REGULATIONS

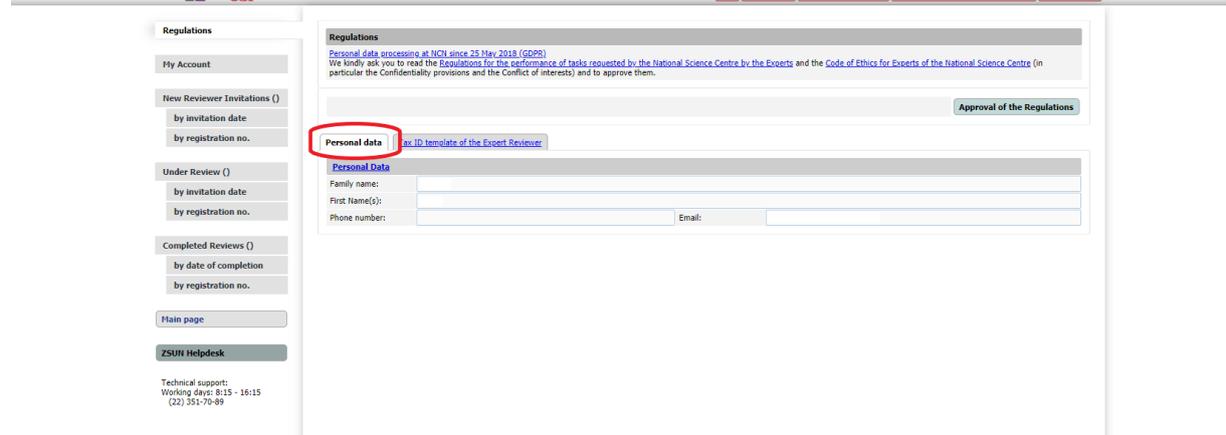
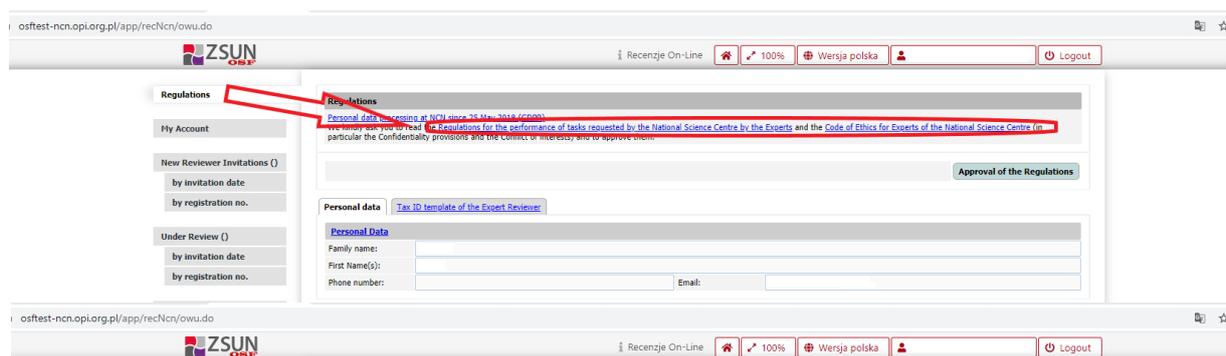
In connection with the entry into force of the **Regulations for the performance of tasks requested by the National Science Centre by the Experts**, log into the **ZSUN/OSF system** to read the regulations, as well as to complete or verify all required data in **Tax Information**. This is essential for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

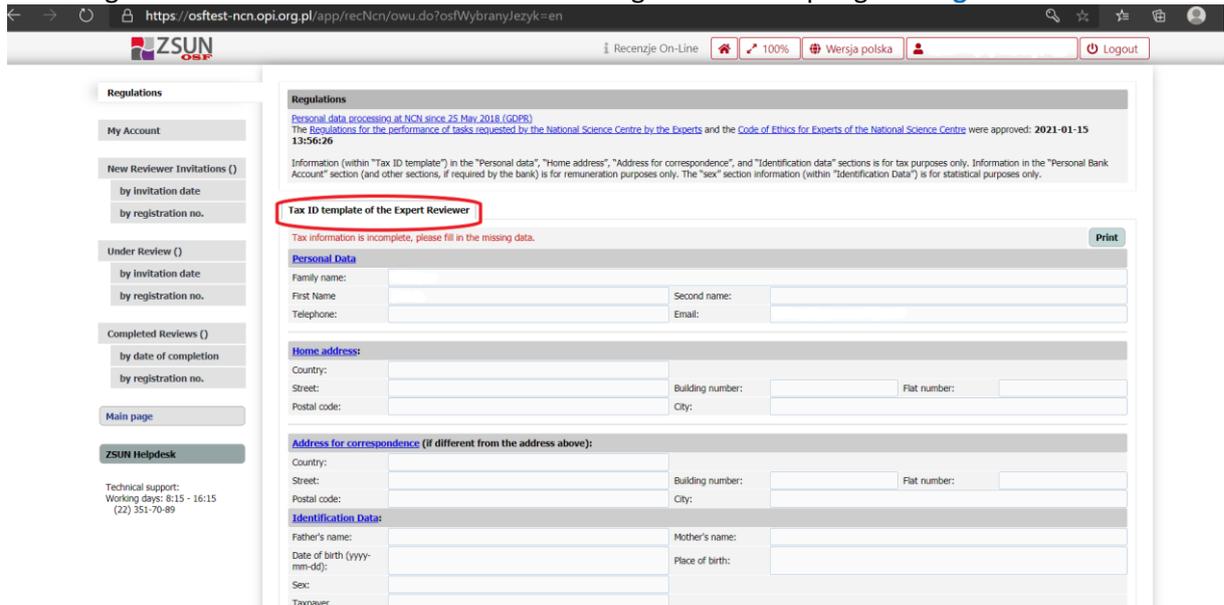
1. First, please log into the **ZSUN/OSF system** and click on the **Regulations**.



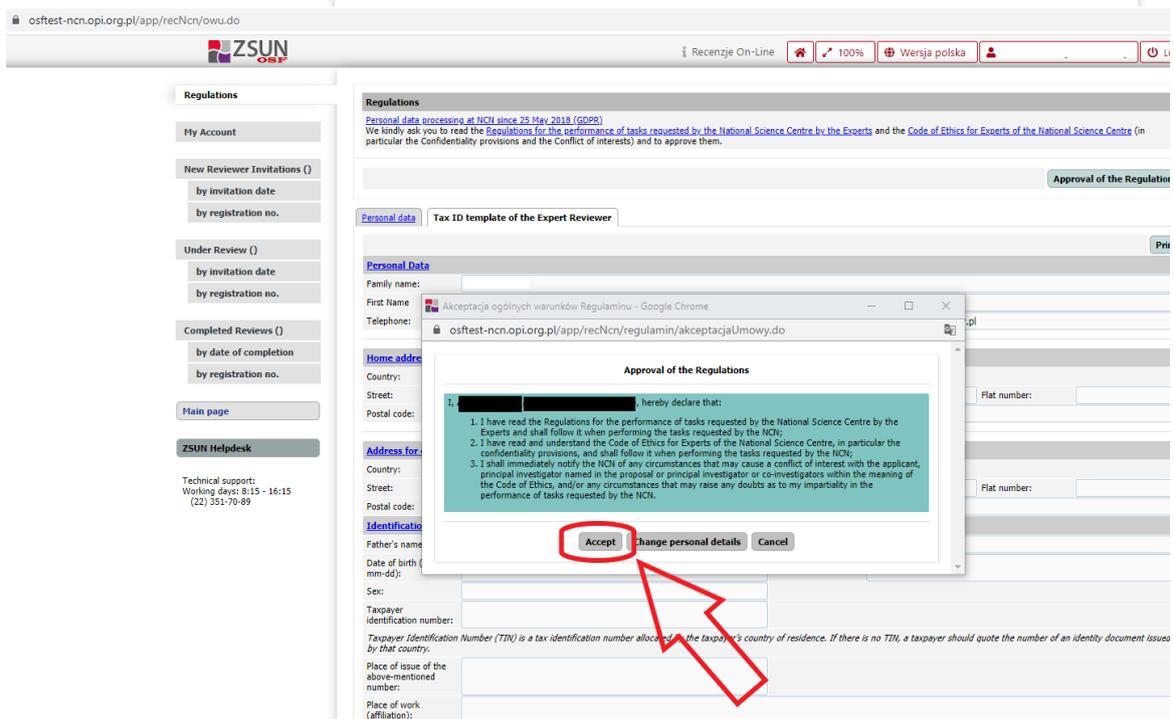
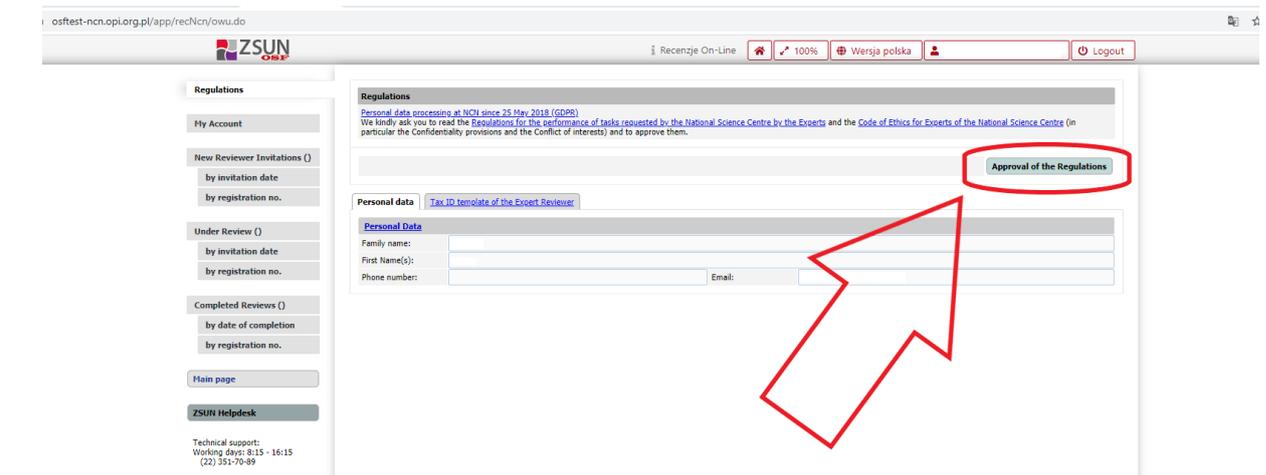
2. In this section, please read the **Regulations for the performance of tasks requested by the National Science Centre by the Experts**, **Code of Ethics for Experts of the National Science Centre**, and **Personal data processing at NCN since 25 May 2018 (GDPR)** and go to the **Tax ID template** of the Expert Reviewer section to complete the data.



### Entering data in the **Tax Information** is the next stage before accepting the **Regulations**.



### 3. Next, please accept the **Regulations**.



## TAX INFORMATION – COMPLETION

### a. Personal Data

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

Tax ID template of the Expert Reviewer

Print

**Personal Data**

Family name:

First Name:  Second name:

Telephone:  E-mail:

Personal Data

Family name:

First Name:

Second name:

Telephone:

Email:

Save Cancel

Now, it is time to fill in required information such as, (**Family name, First/Second name, Telephone, E-mail**). After filling in all information, please save data, clicking on "Save".

### b. Home address and Address for correspondence

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

**Home address :**

Country:

Street:  Building number:  Flat number:

Postal code:  City:

**Address for correspondence (if different from the address above):**

Country:

Street:  Building number:  Flat number:

Postal code:  City:

Enter the tab as in the photo above (**Home address/Address for correspondence**), and after displaying the required window, complete the information as below. 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".

osftest-ncn.opi.org.pl/app/recNcn/umowaEksperta/daneAdresowe.do

**Home address**

Country:

Street:

Building number:  Flat number:

Postal code:

City:

osftest-ncn.opi.org.pl/app/recNcn/umowaEksperta/daneAdresowe.do

Country:

Street:

Building number:  Flat number:

Postal code:

City:

### c. Identification data

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

<u>Identification Data</u>			
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="text"/>		
Taxpayer identification number:	<input type="text"/>		
<i>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.</i>			
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 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"/>

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 residence. If there is no TIN, a taxpayer country.</small>	
Place of issue of the above-mentioned number:	-- select --
Place of work (affiliation):	<input type="text"/>

You have to also 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

To fill in your bank account details, please proceed as in the below cases. Please enter under the **Personal Bank Account** 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"/>
<small>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.</small>	
SWIFT code attributed to the beneficiary's bank (if relevant):	<input type="text"/>

**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:

Here, you must complete all blank items and select **Account currency**, which should be appropriate to sending payment. You should fill in **SWIFT code**, or **routing number/ABA**. Please bear in mind that 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 data, verify the **Tax ID template of the Expert Reviewer** tab, and then accept the **Regulations**, as you can see below.

osftest-ncn.opi.org.pl/app/recNcn/owu.do

**ZSUN**  
OSiA

Recenzje On-Line | 100% | Wersja polska | Logout

**Regulations**

**My Account**

**New Reviewer Invitations ( )**  
by invitation date  
by registration no.

**Under Review ( )**  
by invitation date  
by registration no.

**Completed Reviews ( )**  
by date of completion  
by registration no.

**Main page**

**ZSUN Helpdesk**

Technical support:  
Working days: 8:15 - 16:15  
(22) 351-70-09

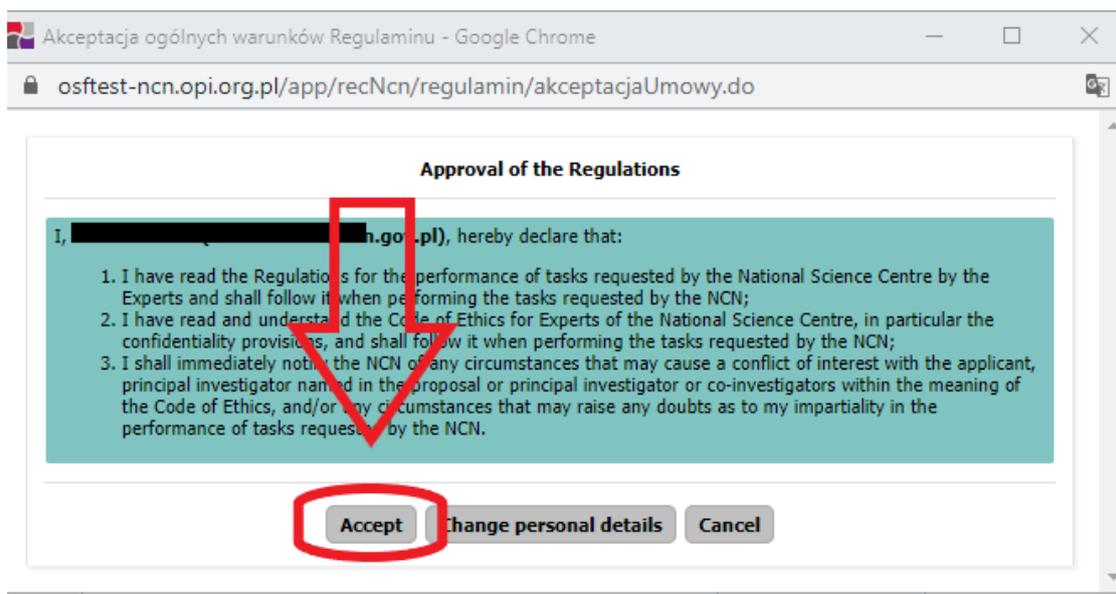
**Regulations**

**Personal data** [Tax ID template of the Expert Reviewer](#)

**Approval of the Regulations**

**Personal Data**

Family name:   
First Name(s):   
Phone number:  Email:



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.