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**.

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 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.

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

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

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TAX INFORMATION – COMPLETION

a. Personal Data

After clicking on the **Personal data** tab, a window for completing the data will appear.

			Print
Personal Data			
Family name:			
First Name		Second name:	
Telephone:		E-mail:	
	Personal Data		•
Family name:	Personal Data		· · · · ·
Family name: First Name:	Personal Data		information such as, (Family nar First/Second name, Telephone,
	Personal Data		information such as, (Family nar
First Name:	Personal Data		information such as, (Family nar First/Second name, Telephone,

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 add	ress above):	
Country:		
Street:	Building number:	Flat number:

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".

	Home address
Country:	~]
treet:	
Building number:	Flat number:
ostal code:	
üty:	
	Save Cancel
sftest-ncn.opi.org.pl/a	Save Cancel
ountry:	
	app/recNcn/umowaEksperta/daneAdresowe.do
ountry:	app/recNcn/umowaEksperta/daneAdresowe.do

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".

Father's name:	Mother's name:	
Date of birth (yyyy- mm-dd):	Place of birth:	1
Sex:		
Taxpayer identification number:		
	mber allocated by the taxpayer's country of residence. If there	e is no TIN, a taxpayer should quote the number of an identity document issued by
that country.		
that country. Place of issue of the above-mentioned number:		

	Personal Data		
Family name:			
First Name:			
Second name:			Here, you should fill in: Family
Father's name:			
Mother's name:			and First name , Second name ,
Date of birth (yyyy-mm-dd):	12		Father's and Mother's name,
Place of birth:			,
Sex	O Female	O Male	Date and Place of birth.
Taxpayer identification number:	select	~	Please indicate Sex; this
) is a tax identification number allocated yer should quote the number of an ident		information is for statistical
Place of issue of the above-mentione number:	d select	~	purposes only but is essential for
Place of work (affiliation):			documentation processing.
Informacje podatkowe - dane osobov osftest-ncn.opi.org.pl/app/adn		- C X	
	ve - Google Chrome		You have to also select
osftest-ncn.opi.org.pl/app/adn	ve - Google Chrome n/ekspertNcn/infPodatkowe/dane		
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osftest-ncn.opi.org.pl/app/adn Family name: First Name:	ve - Google Chrome n/ekspertNcn/infPodatkowe/dane		Taxpayer Identification Number (TIN). TIN is a tax
Family name: First Name: Second name:	ve - Google Chrome n/ekspertNcn/infPodatkowe/dane		Taxpayer Identification
Family name: First Name: Second name: Father's name:	ve - Google Chrome n/ekspertNcn/infPodatkowe/dane		Taxpayer IdentificationNumber (TIN). TIN is a taxidentification number allocated
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osftest-ncn.opi.org.pl/app/adn Family name: First Name: Second name: Father's name: Mother's name: Date of birth: Sex Taxpayer identification number: Taxpayer identification number: Taxpayer identification Number(TTM), residence. If there is no TTM, a taxpayer country. Place of issue of the above-mentioned	e - Google Chrome //ekspertNcn/infPodatkowe/dane Personal Data	Osobowe.do?do=edytuj 🖉	Taxpayer IdentificationNumber (TIN). TIN is a taxidentification number allocatedby the taxpayer's country ofresidence. If you do not have a TINplease select another document,such as: Social security number,Passport, Official identitydocument, Other tax
osftest-ncn.opi.org.pl/app/adn Family name: First Name: Second name: Father's name: Mother's name: Date of birth (vooramm-dd); Place of birth: Sex Taxpayer Identification number: Taxpayer Identification Number (TIN) / residence. If there is no TIN, a taxpayer country. Place of issue of the above-mentioned number:	ve - Google Chrome //ekspertNcn/infPodatkowe/dane Personal Data Personal Data	Osobowe.do?do=edytuj 🖉	Taxpayer IdentificationNumber (TIN). TIN is a taxidentification number allocatedby the taxpayer's country ofresidence. If you do not have a TINplease select another document,such as: Social security number,Passport, Official identity

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:	
Beneficiary's bank account number (IBAN, where relevant):	
An IBAN is an International Bank-Account Number check digits and a Basic 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
SWIFT code attributed to the beneficiary's bank (if relevant):	

	osftest-ncn.opi.org.pl/app/adm/ekspertNcn/infPodatkowe/daneKontoBankowe.do?do=
	Personal Bank Account
	Full name of the account holder who performs work for the National Science Centre:
10000	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.
200	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.

ZSUN	i Recenzje On-Line 🛛 🖓 🖓 100% 🔀 Wersja polska 🛓 🕑 Logout
Regulations	Regulations
My Account	Personal data concession at NCH since 25 May 2018 (GDDR) We kindly ask you to read the Regulations for the reformance of tasks requested by the Hational Science Centre by the Experts and the Code of Ethics for Experts of the National Science Centre (in particular the Code of Ethics for Experts and the Codified of Interests) and to approve them.
New Reviewer Invitations ()	Approval of the Regulations
by invitation date	Approval of the Regulations
by registration no.	Personal data Tax ID template of the Expert Reviewer
Under Review ()	Personal Data
by invitation date	Family name:
by registration no.	First Name(s): Phone number: Email:
Completed Reviews ()	
by date of completion	
by registration no.	
Main page	
ZSUN Helpdesk	

Approv	1
 I have read the Regulations for the perform Experts and shall follow it when performing I have read and understal d the Cole of Eth confidentiality provisions, and shall follow it I shall immediately notify the NCN of any cir principal investigator named in the proposal the Code of Ethics, and/or my circumstance performance of tasks requests by the NCN 	cular the the applicant, meaning of

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.