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| PAYMENT TO NATURAL PERSONS FORM |
| (Non-UGR staff) |

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| APPLICANT DETAILS | |
| Cost Centre Manager: |  |
| Cost Centre Code: |  |
| Name of Cost Centre: |  |

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| PERSONAL DETAILS OF THE RECIPIENT | | | | | | |
| Name and surname(s): | |  | | | | |
| Tax address: | |  | | | | |
| City/Town: |  | | Province: |  | Post Code: |  |
| Country: |  | | | (Copy of NIF, NIE or passport required unless previously submitted and still valid) | | |
| NIF, NIE or passport: | |  | |

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| DIRECT DEBIT OF PAYMENT | |
| Name of bank: |  |
| IBAN (24 digits): |  |
| SWIFT / BIC (for foreigners) |  |

In , on

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| APPROVAL (COST CENTRE MANAGER) | THE INTERESTED PARTY | |
|  |  | |
| Signature: | Signature: | |
| NOTES: |  |  |
| (1) For payments for conferences, the amount to repay may not exceed that stipulated at the University, as the case may be. | | |
| (2) Teaching fees may not exceed the hourly rate established in the applicable regulations. | | |
| (3) IRPF [personal income tax]: 15% for Spaniards; 7.5% Melilla and Ceuta and 24% for foreigners. Persons from countries with which Spain has a double tax agreement and prove this by means of a tax residence certificate issued by their country of origin shall not be subject to withholding tax. | | |
| (4) In the case of awards "with the consideration of earned income", withholdings of 15% for personal income tax are appropriate (binding consultation V1006-16). For other prizes "which do not have the consideration of earned income", the personal income tax to be withheld will be 19% starting from 300 euros. For non-residents, the provisions of the previous point shall apply. | | |
| (\*) Indicate, where appropriate, the website where the activity is published: |  |  |
| Basic information on the protection of your personal data  **Controller**: UNIVERSITY OF GRANADA; The University of Granada is **entitled** to process the personal data provided as this is necessary to execute a contract to which the individual in question is a party or to apply pre-contractual measures at the request thereof. (Article 6.1.b) GDPR). **Purpose**: Data collection for payment to natural persons. Your data **will be communicated to**: bank, Tax Agency. You have **the right** to request access, objection, rectification, cancellation or restriction, as specified in the **additional and detailed information** section at the following link: https://secretariageneral.ugr.es/pages/proteccion\_datos/leyendas-informativas/\_img/informacionadicionalgestioneconomicaconterceros/! | | Modelo v3- (Form v3)  2017 |

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| Documents required:  1. Conferences, courses, and the like:  This will be processed by means of proof of expenditure accompanied by the following documents:   1. Photocopy of DNI/NIE or PASSPORT of the interested party (unless previously submitted and still valid). 2. Copy of the publication of the activity, or in its absence, the web address where it is published. 3. Foreign staff who wish to avoid double taxation of personal income tax because their country has an agreement with Spain must adjoin a tax residence certificate issued by the competent body of their country.   2. Payments for research projects:  This will be processed by means of proof of expenditure accompanied by the following documents:   1. Photocopy of DNI/NIE or PASSPORT of the interested party (unless previously submitted and still valid). 2. Documentation indicating that the person to whom remuneration is intended is not a member of the Project and the existence of adequate and sufficient funds to cover the expense. 3. Foreign staff who wish to avoid double taxation of personal income tax because their country has an agreement with Spain must adjoin a tax residence certificate issued by the competent body of their country.   3. Boards of Examiners:  This will be processed by means of proof of expenditure accompanied by the following documents:   1. Photocopy of DNI/NIE or PASSPORT of the interested party (unless previously submitted and still valid). 2. Photocopy of the official results drawn up by the Secretary of the Board of Examiners certifying the sessions in which the examination was conducted and attendance sheets completed by each examiner. 3. Foreign staff who wish to avoid double taxation of personal income tax because their country has an agreement with Spain must adjoin a tax residence certificate issued by the competent body of their country.   4. Awards: |
| This will be processed by means of proof of expenditure accompanied by the following documents: |
| a) Photocopy of DNI/NIE or PASSPORT of the interested party (unless previously submitted and still valid). |
| b) Summons and decision of the committee or panel appointed for this purpose for the selection of candidates. |
| c) Foreign staff who wish to avoid double taxation of personal income tax because their country has an agreement with Spain must adjoin a tax residence certificate issued by the competent body of their country. |