

### **Attestation of the Professional Necessity of Overnight Stays**

This document is for presentation to an enterprise providing accommodation as proof of the professional nature of the expenditure incurred in the context of an overnight stay (§ 1 Para. 3 No.1 ÜnStG).

We hereby confirm that all stays related to the contract for group arrangements with the number \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ is for company / professional / business reasons.

Reasons of stay:

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A detailed rooming list, stating the names of the guests will be provided to the hotel no later than day of arrival.

Address – VAT-ID-No., if available:

Please print in block capitals, Company stamp if appropriate

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#### **Notification pursuant to Data Protection**

The submission of this declaration to the enterprise providing the accommodation is voluntary and serves exclusively the purpose of establishing the liability for tax. The data collected will be forwarded in individual cases upon request to the Fiscal Office Marzahn-Hellersdorf, which reserves the right to review the statements made therein in individual cases.

If this procedure should not be agreed with, the accommodation tax will be levied as a general rule. One does have the possibility, however, of subsequently applying for the refunding of any retained accommodation tax to the responsible Fiscal Office Marzahn-Hellersdorf, thereby presenting the proofs of the professional reason for the accommodation expenditure. The submission of this attestation constitutes consent to the processing and usage of the data.

#### **Further Pointers**

In the event of an incorrect or forged attestation the guest may be held liable for the unpaid tax. The issuing of an incorrect attestation may be punished as either an administrative or a criminal offence.

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Date, signature of an authorized signatory of the company