

Request form to refund overpayment

To reclaim or transfer any overpayment on the contractual account run by Invitech ICT Services Kft.

1. Data of the Service Provider

Invitech ICT Services Kft.		Received:
Registered offices:	H-1013 Budapest, Krisztina krt. 39., Hungary	
Mail address:	H-2041 Budaörs, POB 1444	
Trade register number:	Cg. 01-09-414291	
Customer service:	06 80 82 00 82, +36 1 884 4242	
E-mail address:	vip@invitech.hu	
Your contact:		

2. Data of the Customer*

Name:		Invitech customer code:	
Registered offices:		Trade register or other registration number:	
Tax number:		Contact:**	

*It is mandatory to fill in all data! **E-mail address (or telephone number) to contact about the request.

3. Data of the Billpayer*

Name:			
Registered offices:		Trade register or other registration number:	
Tax number:		Contact:**	

* The details of the Billpayer have to be provided if the overpayment resulted from the payment(s) of a Billpayer other than the Applicant and the Billpayer is entitled to reclaim the overpayment on the basis of the present application. It is mandatory to fill in all data!

**E-mail address (or telephone number) to contact about the request.

4. Reclaim or transfer of overpayment

transfer between accounts of the Applicant reclaim for the Applicant reclaim for the Billpayer

Number of the contractual account <i>(from which the return transfer is requested)</i>	Amount	Currency
Total:		

I request the overpayment shown in the table

a.) to be returned to the following account number

Name of the bank running the account	Bank account number

b.) please transfer to the following contractual account(s)

Number of the contractual bank account <i>(to which the transfer is requested)</i>	Amount	Currency
Total:		

4. Other provisions

4.1 The Applicant (Customer) and if concerned, the Billpayer declare that the above data are true.

4.2 In order to complete the return, if requested by the Service Provider, it is necessary to attach a copy of the Applicant's authenticated signature not older than **30 days** and a copy of the current company registration document. If no currency is specified, the refund will be made in forint (HUF).

4.3 In the case of a request sent electronically, the Parties assume that the request has become available to the recipient at the time of sending stored in the sending Party's system until proven otherwise; if the request is received by the Service Provider after **16 hours** on a working day, it shall be considered received by the Service Provider on the following working day. Service Provider will complete the transfer of the refund on the basis of a properly filled in application, within **20 days**.

Date:

Date:

Company signature of the Billpayer

Company signature of the Applicant (Customer)

INFORMATION

To the reclaim or transfer of the overpayment on the contractual current account run by Invitech ICT Services Kft.

The form is used to initiate the transfer or reclaim of an overpayment on one of the Applicant's contractual current accounts to another contractual current account.

The reason for submitting the request must be indicated in the appropriate box. If you request both transfer and reclaim, you need to tick several appropriate boxes.

If the payment has not been made by the Applicant, a form filled in jointly by the parties concerned and containing the Billpayer's details must be submitted for repayment to the Billpayer.

In case of transfer, please indicate from which contractual account to which contractual account you want to transfer your overpayment.

In case you have overpayment on several contractual accounts, please list all the contractual account numbers showing the overpayment and give the total amount of the overpayments show non them.

If a refund is initiated, all contractual account numbers containing the overpayment and the total amount of the overpayment must also be provided.

If you request the refund to a national bank account, you must indicate the number of that bank account.

A resident legal person pursuing some business activity, a company without legal personality, a taxable person subject to the simplified corporate taxation system, an individual liable to pay VAT, including a private entrepreneur, may request return of the reclaimed amount only to their domestic current account. A specimen signature and a current incorporation document are required to complete the refund transfer.

We will meet the refund and/or transfer request within **30 days** of receipt. If supplementary information need to be submitted, but the Applicant fails to satisfy the relevant request, we will examine whether the request is justified on the basis of the available documents.

Please note that making the refund is conditional on the payment of the fees due by the date of submission of the refund request, furthermore, that the Applicant does not have any fees payable and outstanding over 20 days at the time of submission of the request.

The application, duly completed and signed by the Applicant and, if necessary, by the Billpayer, may also be submitted by post or in scanned electronic (PDF) form retaining its original image form, at the contact details provided at the bottom of the Invitech Customer Service page.

Invitech ICT Services Ltd.