Stadt Aachen
Fachbereich Steuern und Kasse
52058 Aachen

Reimbursement Form for Tax-Exempt Guests
in Accordance with § 2 of the Statute for Accommodation Tax of the City of Aachen

Information on the Accommodation Facility	
(Name of the Accommodation Facility)	
	Aachen
(Street and House Number)	(Zip Code and City)

This certificate serves as proof to be presented to the accommodation facility.

Exemption Due to School Trips, Vocational College or Youth Trips

In accordance with § 3 No. 2 of the Statute for Accommodation Tax of the City of Aachen, expenses for overnight stays are exempt from taxation if the overnight expenses occur in the context of a school trip, or similar.

School Certificate

(Name of the School)

(Street and House Number) (Zip Code and City)

(Type of Educational Institution)

(Responsible Teacher)

(Class / Grade / Course) (Number of Participants, including Teachers)*

(Arrival Date) (Departure Date)

*A list of all participants must be attached to this certificate!

I hereby confirm that the above-mentioned class/grade/course trip to Aachen is a school event approved by the school administration with educational and instructional goals.

_____ _____

(Place, Date) (Stamp/Signature of School Administration)

_____ _____

(Place, Date) (Signature of the Responsible teacher)

Notes:

The submission of this declaration is voluntary and serves solely to determine the lax liability in accordance with the Statute for Accommodation Tax of the City of Aachen. The data collected will be forwarded to the city of Aachen, which reserves the right to verify the information provided. If no consent is given to this procedure, the accommodation tax will generally be levied by the accommodation provider. The processing and use of the data is consented to. Inaccurate information may be prosecuted as an administrative offense or criminal offense.

Notes on Data Protection:

The personal data contained in your declaration is required for processing by Fachbereich Steuern und Kasse and will be processed in compliance with the data protection laws of the state of North Rhine-Westphalia (DSG NRW) solely for the stated purpose of reviewing tax exemptions.