

ITECS Austrian Local Registration Document



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Introduction	3
Summary of registration process in Austria	3
<i>Before leaving home country</i>	3
<i>Upon arrival in Austria</i>	3
<i>Registering with the Local Authorities</i>	4
<i>Registering at the Meldeservice</i>	4
<i>Magistratische Bezirksamt Offices</i>	5
Registration at the local tax office	5
<i>Tax offices (Finanzämter)</i>	5
Contact Us	6

ITECS Austrian Local Registration Document

Introduction

All Parker Woods Canada Inc t/a ITECS contractors working in Austria are employees of the following foreign company:

Parker Woods Canada Inc t/a ITECS
8356, Rue Labarre
H4P 2E7, Montreal
Quebec, Canada

Whenever you are asked who your employer is, please give the above information. Before leaving your home country, it is a good idea to gather together all the documents and other paperwork you will need in Austria. A list of these documents are given in this document.

Within the first week or so of your stay in Austria, there are several formalities that need to be carried out. These are summarised below. Each procedure is then explained in detail. If you have any specific questions about the registration process in Austria, or if you encounter any problems, please contact our Customer Care Team on 00 31 10 205 1660 or by e-mail: cc@itecs.nl.

Summary of registration process in Austria

Before leaving home country

- Gather all documents required including your passport
- Several photocopies of passport
- Curriculum Vitae
- Copy of diploma/degree
- UK national insurance number
- Proof of property in UK (mortgage/rental agreement)
- Birth certificate
- Parker Woods Canada Inc t/a ITECS Austrian employment contract
- Photocopy of accompanying partner's passport (if relevant)
- Marriage certificate (if spouse will be accompanying you)
- Copy of passport of each accompanying child
- Birth certificate of each accompanying child

Upon arrival in Austria

- Fill in the documents in the ITECS sign-up pack
- Register with the local authorities (ONLY IF you are renting an apartment or living in other permanent accommodation)
- Visit your local tax office to register and claim tax allowances
- Signing up with ITECS
- Soon after your arrival in Austria, we will contact you and go through the documents in the sign-up pack.

ITECS Austrian Local Registration Document

It is important that all of the documents in the sign-up pack are completed and returned to us as soon as possible. You will also need to send a photocopy of your passport and an up-to-date copy of your CV.

The next three steps that you need to follow are:

1. If you are renting an apartment or living in other permanent accommodation in Austria, go to your local council office with the completed Meldezettel (see below for further information) to register. If you are living in a hotel, you do not need to do this, as registration with the local authorities will be carried out automatically through your registration at the hotel. Once you move into more permanent accommodation, you will need to go and register with the local authorities.

Registering with the Local Authorities

All EU citizens are required to register with the local authorities' registration service (Melde-service) within three days of arriving in Austria. You will need to register your address (Meldepflicht) and acquire an Aufenthaltserlaubnis. This is a residence permit granted for a temporary period, usually for one year.

If you are staying in a hotel, you will automatically be registered with the local authorities through the hotel's registration form. As soon as you move out of the hotel into rented accommodation, you will need to register with the Melde-service, as described below.

2. You need to visit your local tax office (Melde-service) to obtain an Austrian tax number and to claim such tax allowances as double housing and travel to your home country.

Registering at the Melde-service

You will need to register with the registration service (Melde-service / Einwohnermeldeamt) at one of the District Council Offices within 3 days of your arrival in Austria, if you are renting an apartment or staying in more permanent accommodation than a hotel. In Vienna you can go to the Municipal District Council Office (Magistratische Bezirksamt). In all other towns you will have to visit the Local Communal Authorities (Gemeindeämter).

3. You will need to take the following documents with you:

- Completed registration form (Meldezettel) – a blank Meldezettel is given in your Parker Woods Canada Inc t/a ITECS sign-up pack, together with a translation of each question. Remember to ask your landlord to sign it at the bottom before going to register.
- Passport
- Passport photos
- Proof of accommodation (e.g. rental agreement)
- Proof of income (e.g. ITECS local employment contract – NOT the consultancy agreement with ITECS)
- Copy of birth certificate (occasionally required)

The Municipal Authorities all have the following opening hours:
08:00 – 15.30 Monday to Friday 08:00 – 17.30 Thursdays

ITECS Austrian Local Registration Document

The Authorities are always very busy. It is advisable to get there as soon as the offices open in order to avoid the long queues. You will be issued with proof of registration (Meldebestätigung), which you will need to keep safe. Once you have your Meldebestätigung, you need to visit the tax office (see below).

You can also apply for an identity card (Lichtbildausweis) to prove that you are a resident of Austria. This is not compulsory, however it is useful to have one for identification purposes. You can go to your local police station within 3 months of entry to Austria for more information.

Magistratische Bezirksamt Offices

If you are living and working in Vienna, you can register at the Meldeservice at any one of the Magistratische Bezirksamt offices in Vienna. You do not need to register at the office closest to your home or work. The contact details of each office (Magistratische Bezirksämter - Adressen und Kommunikation) are available here:

<http://www.wien.gv.at/mba/mba.html>

Registration at the local tax office

It is important that you register at the income tax department (Lohnsteuerstelle) of your local tax office (Finanzamt) within a few days of arriving in Austria. If you are living in a hotel, you can register at the tax office immediately. If you are renting an apartment, you will need to first register with the local authorities and receive a Meldebestätigung (see above for further information on this).

When you visit the tax office to register, you should take with you:

1. Your passport
2. Your Austrian employment contract with Parker Woods Canada Inc t/a ITECS (NOT the consultancy agreement) Proof of registration at a hotel OR Meldebestätigung gained from registering with the local authorities.
3. Letter in German signed by yourself to claim tax allowances (included in your Parker
4. Woods Europe Ltd t/a ITECS sign-up pack) – it is important that you take this along and draw attention to this when registering, otherwise you will not be eligible for tax allowances in Austria.

Tax offices (Finanzämter)

Most tax offices have the following opening hours:

Monday, Tuesday, Thursday & Friday – 08.00 –12.00 Wednesday – closed to visitors

It is, however, a good idea to ring and double-check the opening hours before visiting.

Search for your local tax office here: http://dienststellen.bmf.gv.at/ListDst_Auswahl.asp

ITECS Austrian Local Registration Document

Contact Us

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