

Confirmation of the execution of a trip from association, foundations and religious communities

Name of the association / foundation / religious community:		
Adresse (Street, City Code, City)		VAT Number
Number of travelling person	Booking number (filled in by the hotel/ travel agent)	
Accommodation/ Hotel:	Arrival Date:	Departure Date:

I hereby confirm that the trip to Berlin described above and entailing at least one overnight stay was approved by an authorized association, foundations and religious communities official as a trip serving professional purposes and that guidelines dictate that participation is mandatory for all guests.

The overnight accommodation costs for the accompanying members are fully paid by the association / foundation / the religious community, without the travel participants will not be charged directly.

Function of the subscriber:

Group leader

Other, as follows: _____

Place, Date

Signature

Note on Data Protection

The confirmation above is submitted to the accommodation voluntarily and will only be used to determine liability for the so-called "city tax" according to Berlin law (Übernachtungssteuergesetz). The information provided will be forwarded to the Berlin tax office: Stadt Berlin, Finanzamt Marzahn-Hellersdorf, Allee der Kosmonauten 29, 12681 Berlin. If submission of the information requested above is declined, liability for the city tax (Übernachtungssteuer) will be assumed unless proof is otherwise provided that the overnight stay(s) are necessary for professional (business) purposes. By submitting this document, the signatory consents to the utilization of the document as outlined above.

Please Note

The Berlin tax authorities are authorized to review the accuracy of the information provided. Should the information provided prove false or misleading, the tax can be levied retroactively. The submission of false information can be pursued as a misdemeanor or criminal offense. In the case of groups, individual participants will be identified by the attached list.