

**Dear presenter,**

On behalf of the Norwegian Dance Federation thank you very much for accepting the invitation to hold your presentation/course.

**Expenses:**

Please be informed that the Norwegian Tax Legislation requires all payments from the national organizations to be made by bank transfer.

Invoices and any refund claims must be sent electronically in PDF-format within 14 days of completion of the engagement.

If you cannot issue an invoice through a company or as a registered self-employed in your home country, you can receive your payment as an employee, income tax in your home country may vary from the Norwegian rules and, the fee may be subject to taxation in your home country.

***Payment to be made by invoice through a company or registered as a self-employed:***

Invoices must be sent electronically in PDF format to [971483911@autoinvoice.no](mailto:971483911@autoinvoice.no)

**Address:**

The Norwegian Dance Federation Org. Nr. 971483911  
Postboks 5000, 0840 Oslo, Norway

**Invoice must be marked with the project number: 10-75050.**

***Information if you wish to receive your payment as an employee:***

**A photocopy of the picture page of your Passport or EU approved ID card and a payment form must be provided with the following information:**

- Full Name
- Full address
- Social security number
- Bank account number
- IBAN
- SWIFT
- E-mail address
- Project number

**Please download and fill in this payment form.**

**Mark your form with project number: 10-75050**

**and send the completed form and copy of your passport/ID to: [alexandra@danseforbundet.no](mailto:alexandra@danseforbundet.no)**

For any questions regarding Payment/Reimbursement Form please contact:  
[alexandra@danseforbundet.no](mailto:alexandra@danseforbundet.no)