To the Tax Office

Notice of receipt

2020

Please fill out in CAPITAL LETTERS and only in black or blue colour. Enter amounts in euros and cents (right-justified).
Fields with a bold frame must be filled in at any rate.

Tax number

10-digit Austrian Social Security Number according to e-card [1)]

Date of birth *(If there is **no** social security number, to be filled in **at any rate**)* D D M M Y Y Y Y

SURNAME

FIRST NAME

TITLE

Data Protection Policy at bmf.gv.at/datenschutz or in printed form at all tax and customs office locations

PLEASE DO NOT WRITE INTO THIS GREY FIELD

Supplement to income tax return E 1 for small businesses for 2020

If reference is made to statutory provisions without further specification, this is to be understood as meaning the Austrian Income Tax Act 1988 (EStG 1988).

*This Supplement **may** be used **instead** of Supplement E 1a if the **following conditions** are fulfilled:*

1. *The profit of the business is determined by the **flat-rate taxation for small entrepreneurs** (§ 17 IIIa). In this case, in addition to Item 1, **only Item 2** is to be filled in.*
2. *The profit of the business is determined by (complete) **income-expenditure accounting** or by a **flat-rate taxation for income from self-employment or commercial activity** outside the flat-rate taxation for small entrepreneurs and the flat-rate taxation for food retailers or general merchandise dealers. In this case, in addition to Item 1, **only Item 3** is to be filled in.*
   Please note here:
   - In the case of the agricultural and forestry flat rate, Supplement E 1c is to be used instead of this form.
   - In the case of flat-rate taxation for food retailers or general merchandise dealers, Form E 1 is to be used, and only Item 6 is to be filled in there.
3. *The total of the **operating revenue without investment income or withdrawal values of fixed assets** (sum of the codes **9040**, **9050** and **9090**) did not exceed the amount of € **35,000** in the respective calendar year (for the VAT net system [2)]) or the amount of € **42,000** (for the VAT gross system [3), respectively]).*
4. *The business has not been sold or discontinued, there has been no reorganisation, and no adjusted net gain/loss carried forward is to be considered.*
5. ***No investment-related tax-free profit allowance** is asserted, and no subsequent taxation of an investment-related profit allowance is required.*
6. *Any domestic operating capital yields are left subject to **final taxation** with the deduction of the capital gains tax and are therefore not included in the code **9090**.*
7. *There are no foreign operating capital yields.*
8. *There are no capital gains relating to business premises to which the special tax rate is applicable.*
9. *There is no income from the granting of line rights-of-way to be taxed according to the tariff (standard taxation option pursuant to § 107 XI)*

Please fill in one supplement per operation.

☐ **Income from agriculture and forestry,** if no flat-rate taxation is claimed

☐ **Income from self-employment**

☐ **Income from commercial operation**

Please tick as applicable.

1. Current address	
Postcode	Company address (city, street, square, house №, staircase, door №)
Country *(fill in only if not in Austria)*	
2. Determination of income through flat-rate taxation for small entrepreneurs (§ 17 IIIa, *not applicable to income from agriculture and forestry)* 1	
The following are to be filled in: Industry code according to E 2	
To be filled in if you are also a participant in a partnership:	
☐ It is confirmed that the flat-rate taxation for small entrepreneurs is **not** claimed by a partnership in which I also hold an interest. ***Please note:** If you make use of the flat-rate taxation for small entrepreneurs here, it may **not** be claimed by a partnership in which you hold an interest.*	

1) Please enter the complete 10-digit insurance № assigned by the Austrian social insurance provider here.
2) In the VAT net system, VAT is not reported in either operating revenue or operating expenses because economically it is a transit item; see also Item 2 of the explanations.
3) In the VAT gross system, operating revenue and operating expenses are reported including VAT. Taxpayers who are VAT-exempt without input tax relief (e.g. small entrepreneurs pursuant to § 6 I 27 of the Austrian Value Added Tax Act 1994) must always determine the profit according to the VAT gross system; see also Item 1 of the explanations.

Please, do the required information on the official form, this translation serves only for the support.

		Amounts in euros and cents
Operating revenue (without declared VAT, § 17 IIIa 3)	**9027**	
Deductible operating expenses (§ 17 IIIa 3, in particular compulsory insurance contributions)	**9028**	–
Preliminary profit/loss (without consideration of the operating expense flat rate and the basic tax allowance (balance from value **9027** – value **9028** – value **9029**) *(Please transfer this amount to form E 1 in item 11 line 1 or item 12 line 1. The operating expense flat rate is automatically considered when determining the income, therefore no entry is required)*		

☐ The basic tax allowance is waived *(If you do not waive, the basic allowance will be automatically considered)* 30

3. Determination of income by means of income-expenditure accounting or flat-rate taxation (outside the agricultural and forestry flat rate, the flat-rate taxation for small entrepreneurs and the flat-rate taxation for food retailers or general merchandise dealers)

3.1 Information on the business

☐ VAT gross system	2	☐ VAT net system	3
☐ Complete income-expenditure accounting in accordance with § 4 III	4	☐ Basic flat rate pursuant to § 17 I	5
☐ Flat rate for the hotel and restaurant industry	6	☐ Flat rate for chemists	7
☐ Flat rate for artists/authors	8	☐ Flat rate for commercial agents	9
☐ Flat rate for athletes	10	☐ Flat-rate taxation for non-accounting tradespersons	11
Industry code (ÖNACE 2008) acc. to E 2 **Please fill in!**	12	☐ Mixed operation	12

3.2 Profit determination

Please note: *As a rule, operating revenue and operating expenses must be indicated without leading signs. Only if a negative value should result for a code, a negative leading sign ("-") must be specified.*

Operating revenues		Amounts in euros and cents
Operating revenue (revenues from goods and services) excluding the income reported recorded in a notification pursuant to § 109a – code **9050** – including internal consumption (withdrawal values of current assets) ***Note:*** *This code must be filled in at any rate (§ 61 V BAO). If necessary, the value "0" is to be entered.*	**9040**	
Operating revenue reported in a notification pursuant to § 109a ***Note:*** *This code must be filled in at any rate (§ 61 V BAO). If necessary, the value "0" is to be entered.*	13 **9050**	
investment income/withdrawal values of fixed assets	14 **9060**	
Other operating revenue	15 **9090**	
Total operating revenue *(does not have to be filled in)*		
Operating expenses		
Goods, raw materials, auxiliary materials	**9100**	
Personnel provided (external personnel) and external services	16 **9110**	
Expenditure for own personnel	17 **9120**	
Depreciation fixed assets (e.g. depreciation for wear, low-value assets, EKR 700 – 708), unless these are to be reported in code **9134** and/or **9135**.	18 **9130**	
Declining depreciation for wear (§ 7 Ia) for assets acquired or manufactured after 30-JUN-2020	19 **9134**	
Depreciation for wear for buildings that were acquired or manufactured after 30-JUN-2020 (§ 8 Ia, accelerated depreciation of buildings, maximally three times the rate of depreciation for wear)	20 **9135**	
Trip costs and travel expenses including mileage and per-diems	21 **9160**	
Expenditure on rent, leasehold, leasing	22 **9180**	
Interest and similar expenses	23 **9220**	
Own compulsory insurance contributions, contributions to pension and support institutions and contributions to self-employment provision schemes	24 **9225**	

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Corporate donations to benefited research and teaching institutions, museums, cultural institutions, the Federal Office for Monument Protection, umbrella organisations for disabled sports, the International Anti-Corruption Academy, etc.[4]	25	**9243**	
Corporate donations to charitable organisations, benefited fund-raising associations, etc. *Deductible only if the institution concerned is included in the list of benefited donation institutionsof the Federal Ministry of Finance.* [4]	25	**9244**	
Corporate donations to environmental organisations and animal shelters *Deductible only if the institution concerned is included in the list of benefited donation institutions of the Federal Ministry of Finance.* [4]	25	**9245**	
Corporate donations to volunteer fire departments and regional fire-fighting associations [4]	25	**9246**	
Contributions to the assets of a non-profit foundation [4]	26	**9261**	
Grants to the Innovation Foundation for Education and its subfoundations [4]	27	**9262**	
Other operating expenses not included in the above codes *(without lump-sum operating expenses)*	28	**9230**	
Flat-rate operating expenses	29	**9259**	
Total operating expenses *(does not have to be filled in)*			
Tax-free profit allowance			
Basic tax allowance: This is **considered automatically**, unless it is waived.			
☐ The basic tax allowance is waived	30		
Profit/Loss without consideration of the basic tax allowance *(please transfer this amount into Form E 1, Item 10, 11 or 12)*			

[4] *Please note: The amounts to be entered here must not be included in an electronic transmission of special expenses data to the tax office. However, if this is the case, you must correct the electronic transmission of the special expenses data. Please use Form L 1d to this purpose.*

IMPORTANT NOTE: *Please do not send* ***send any original documents****, as all documents arriving at the tax office will be destroyed after electronic recording in accordance with the data protection regulations! However, retain these for at least* ***7 years*** *for a possible inspection.*

You can submit this declaration even more easily electronically at bmf.gv.at (FinanzOnline).
FinanzOnline is available to you free of charge around the clock and requires no special software.

Tax representation (name, address, phone №)

Date, signature

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Explanations

Legal quotations without further designation refer to the Austrian Income Tax Act 1988 (EStG 1988) as most recently amended. Detailed tax information can be found in the Austrian Income Tax Guidelines 2000 (EStR 2000) at bmf.gv.at/Steuern/Findok. The tax-relevant values are to be entered into all amount fields.

1 The **flat-rate taxation for small entrepreneurs** is applicable to income from self-employment or from commercial operations, with the exception of income from the activities of a shareholder-manager, a member of the supervisory board, or a member of a foundation council. This requires the turnover from the activity(ies) eligible for flat-rate payment not to have exceeded € 35,000. Turnover within the meaning of § 1 I 1 of the Austrian Value Added Tax Act 1994, including foreign turnover and excluding turnover from withdrawals, is relevant. If the turnover limit is not exceeded, it can be decided independently for each business whether flat-rate taxation is to be applied or not.

Profit is the difference between the operating revenue (excluding VAT) and the operating expenses calculated at a flat rate. The flat-rate operating expenses amounts to 45% of the operating revenue. Deviating from this, in the case of a service business they amount to 20% of the operating revenue. The relevant flat rate is determined from the industry code and is automatically considered upon determination of the income.

In addition to the flat-rate operating expenses, contributions paid pursuant to § 4 IV 1 (including compulsory insurance contributions) must be considered. The basic tax allowance is available and will also be automatically considered unless waived.

2 With the **VAT gross system**, the VAT invoiced is to be treated as operating revenue at the time it is collected and as operating expense at the time it is remitted to the tax office. The input tax amounts invoiced are operating expenditure at the time of payment and operating revenue at the time of offsetting with the tax office. Operating revenue and operating expenditure are therefore to be recognised inclusive of VAT.

The sum of the VAT payment charges paid in the assessment year is a operating expense (to be entered in code **9230**), the sum of any VAT credits constitutes a operating revenue to be entered in code **9090**. If both VAT payment charges and VAT credits result, a balancing must be carried out; if there is a credit excess, this is to be entered in code **9090**; if there is a payment charge excess, this is to be entered in code **9230**.

3 In the **VAT net system,** VAT is recognised neither on the revenue nor on the expenditure side. All operating revenue and operating expenses eligible for input tax deduction are therefore recognised net of VAT. As a rule, the net system is permissible only if the VAT is of a transitory nature, i.e. not in the case of a VAT exemption without input tax relief and the claiming of a flat-rate input tax rate (except if the flat-rate input tax allowance is claimed in accordance with § 14 I 1 of the Austrian Value Added Tax Act 1994 and at the same time the basic flat rate pursuant to § 17 I is applied).

4 Profit determination by means of **full income-expenditure accounting** means that no flat-rate taxation is claimed, and the operating expenses are reported in full. Operating revenue is to be reported according to codes **9040** to **9090**, and operating expenses according to codes **9100** to **9230**. Code **9259** (lump-sum operating expenses) must not be filled in.

5 If the **basic flat rate** is applied, the operating revenue is reported in full, but the operating expenses are deducted at a flat rate of **12%** of the sales. For the following income, the flat rate amounts to only **6%** of the turnover: Professional or commercial income from a commercial or technical consultation, an activity within the meaning of § 22 II (e.g. managing directors of a limited company under Austrian law who participate substantially, supervisory board members) and income from writing, lecturing, scientific, teaching or educational activities.
Apart from the lump sum, only the following deductions may be made:

- Expenditure for goods, raw materials and semi-finished products, auxiliary materials and ingredients;
- expenditure for wages (including non-wage labour costs);
- expenditure for third-party wages, if and insofar as these are directly included in services that form the business object of the company (e.g. contract manufacturing of goods),
- social-insurance contributions and contributions to self-employment provision schemes
- travel expenses, if and insofar as they are offset by reimbursement of costs in the same amount; these travel expenses reduce the turnover relevant for the assessment of the lump sum.

All other operating expenses are covered by the operating expense flat rate, which is to be entered in code **9259**.

Further information on the basic flat rate can be found on the homepage of the BMF (bmf.gv.at/Steuern/Für Selbstständige & Unternehmer/Pauschalierung) and in the Manual for Self-Employed Persons ("Selbstständigenbuch", bmf.gv.at/Publikationen), as well as in the Austrian Income Tax Guidelines 2000, Rz 4100 et seq.

6 Licensed hotels and restaurants may make use of the **flat rate for the hotel and restaurant industry**. The **basic lump sum** (**10%** of the turnover, at least € 3,000) covers all operating expenses with the exception of

- those covered by the other two lump sums and
- those that must be considered separately at any rate, even in the case of flat-rate taxation.

The **mobility lump sum** (**2%** of the turnover) includes

- all vehicle costs and operating costs for the use of other means of transport and
- travel costs.

The **lump sum for energy and premises** (**8%** of the turnover) includes all costs incurred in connection with the use of premises. The (total) lump-sum amount is to be reported in code **9259**.

In addition, the basic tax allowance and certain operating expenses remain fully deductible: Use of goods, wages and non-wage labour costs, social-insurance contributions, training of employees, depreciation for wear (to be entered in maintenance and repair, rentals and leaseholds of real estate, borrowing costs. Further information can be found in the Austrian Income Tax Guidelines 2000, Rz 4287 et seq).

7 The **flat rate for chemists** substantially corresponds to the basic flat rate, see Item 4.

8 According to the **Ordinance for Flat-Rate Taxation of Artists/Writers**, certain operating expenses can be considered at **12%** of the turnover, up to a maximum of € 8,725 at a flat rate in code **9259**.

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The lump sum covers: Expenses for usual technical aids (in particular computers, sound carriers including recording and playback equipment); expenses for telephone and office material; expenses for specialist literature and entrance fees; operational expenses for clothing, cosmetics and other expenses for the external appearance; daily allowances; expenditure for rooms located within the same structure (in particular study, studio, sound studio, rehearsal rooms); expenditure for the catering of business partners; usually undocumented operating expenses. Expenditure not covered by the lump sum are to be entered in the relevant codes.

9 According to the **flat rate for commercial agents**, certain operating expenses can be considered with **12%** of the turnover, at the most at a flat rate of € 5,825 in code **9259**.

The lump sum covers: Per-diem allowances; expenditure for rooms located in the same structure (in particular warehouse and office premises); expenditure on the occasion of catering for business partners; usually undocumented operating expenses such as gratuities. Expenditure not covered by the lump sum are to be entered in the relevant codes.

10 Under the **Ordinance for Flat-Rate Taxation of Athletes**, for internationally active athletes who are subject to unlimited tax liability in Austria (due to their place of residence or habitual abode) and who predominantly perform abroad in the course of sporting events (competitions, tournaments) in the calendar year, the income from sporting activities, including advertising activities, subject to tax in Austria is to be recognised upon application at 33% of all such income (domestic and foreign). However, the income revenue excluded from the tax assessment base (67%) must be considered when determining the tax for the rest of the income revenue (entry in code **440** in Form E 1). Crediting of foreign taxes from the income determined at a flat rate is excluded.

If the flat-rate taxation is used, only 33% of the operating revenue and operating expenses are to be entered in the respective code-; the 67% to be excluded may not be entered in code 9259.

11 The Ordinance for Flat-Rate Taxation of **Non-Accounting Tradespersons** BGBl. № 55/1990, provides for a sector-specific lump-sum operating expenditure rate for a total of 54 trades. The following operating expenses may also be considered:
Purchasing of goods, raw materials and auxiliary materials, semi-finished products and ingredients (according to purchase journal);
wage expenditure (according to payroll account), employer's social security contribution, housing subsidy contribution, employer's contribution to the family burden equalisation fund;
depreciation; expenditure for rent or lease, energy, heating, post and telephone, VAT paid (with the exception of VAT from internal consumption) and VAT (input tax) for expenses requiring capitalisation; contributions to compulsory insurance in statutory health, accident and pension insurance as well as the basic tax allowance.

12 Please enter the type of your activity here in the form of a three-digit **industry code** (Branchenkennzahl, BKZ). For more detailed explanations on this see Form E 2, Item 85. With regard to mixed operations, the following applies: A mixed operation is present if at least 20% of the operating sales are not attributable to the industry code stated. In this case, the industry code number of the predominant turnover is to be stated, and the existence of a mixed operation must be ticked.

13 In code **9050**, income/operating revenue to be reported for the respective assessment, for which a notification according to § 109a was issued, is to be entered. For information on the notification obligation pursuant to § 109a, please refer to the "Tax Book" (to be found at bmf.gv.at – Publications) or Rz 8300 et seq of the Austrian Income Tax Guidelines 2000, respectively.

To income stated in a notification on the basis of a **freelance contract of employment** pursuant to § 4 IV of the Austrian General Social Security Act, the following applies: In code 9050, the amount recorded in the notification is to be entered without deduction of retained employee shares for social insurance and without deduction of contributions to pension funds; these deduction items are to be entered as operating expenditure in code 9225; this also applies if the basic flat rate pursuant to § 17 I is used.

14 Operating revenue from the disposal (sale, withdrawal) of fixed assets is to be entered in code **9060**. Insurance compensations are to be entered in code 9090.

15 In code **9090**, enter the total of all operating revenues (accrued in the calendar year) with the exception of the operating revenues to be entered in codes 9040, 9050 and 9060.

16 Note that expenditure for your own personnel must be reported in code 9120.

17 In code **9120**, expenditure on wages and salaries and non-wage labour costs are to be reported.

18 In code **9130**, depreciation for wear for fixed assets (including motor vehicles) as well as immediately deducted low-value fixed assets (§ 13, i.e. those whose acquisition or production costs do not exceed € 800 per individual case) is to be entered. The declining-balance depreciation (§ 7 Ia) is to be reported in code 9134, the accelerated depreciation of buildings (§ 8 Ia) is to be reported in code 9135.

19 For assets acquired or manufactured after 30-JUN-2020, the depreciation for wear can be made in decreasing annual amounts according to an immutable percentage of no more than 30% (**declining depreciation for wear**). This percentage rate is to be applied to the respective book value (net book value) and results in the respective annual depreciation for wear. Certain assets (e.g. buildings, motor vehicles that are not emission-free, used assets, installations that serve to extract, transport or store fossil fuels and installations that directly use fossil fuels, see § 7 I a 1) are excluded from declining depreciation for wear.

20 Without evidence of the useful life, the depreciation for wear for **buildings** acquired or manufactured after 30-JUN-2020 is a maximum of **7.5%** in the year of initial consideration – this is three times the statutory rate of depreciation for wear of 2.5%. Deviating from this, the depreciation for wear for buildings used for residential purposes is maximally **4.5%** – three times the statutory rate of depreciation for wear of 1.5%. The rule on semi-annual depreciation for wear is not applicable.

21 In code **9160**, travel costs (actual vehicle costs excluding motor vehicle leasing costs and motor vehicle depreciation for wear, as well as mileage allowances) are to be entered; daily allowances and accommodation allowances on the occasion of a business trip are also to be entered here.

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22 Code **9180** includes expenditure on rentals and leaseholds as well as leasing (including motor vehicle leasing). Expenditure for heating, lighting and cleaning of rented rooms and operating costs is not to be entered here.

23 In code **9220**, interest for corporate bank loans, credits, mortgage loans and disbursement and commitment commissions for a loan or credit line is to be entered.

24 In code **9225**, contributions for one's own compulsory social security insurance or to a pension and support institution are to be entered; contributions for one's own self-employment provision schemes are also to be entered here. Such expenditure can be deducted in addition to the flat rate pursuant to § 17 I when the basic flat rate is used.

25 Here, **donations** are to be entered that have been made from the business assets to the recipients named in the respective codes. They represent operating expenses insofar as they do not exceed a total of 10% of the operating profit before consideration of a tax-free profit allowance.

26 Here, any contributions to the assets of a non-profit foundation are to be entered (§ 4a). The deductible amount is limited to 10% of the operating profit before consideration of a profit allowance.

27 Any donations to the Innovation Foundation for Education and its subfoundations are to be enteredhere. Within the maximum amounts laid down in § 4c, such contributions are to be considered as operating expenses. No loss may be incurred as a result of the contribution being considered.

28 In code **9230**, all operating expenses to be considered in the calendar year that are not to be recorded separately are to be entered as a total.

29 In the case of flat-rate taxation, the relevant lump sum for operating expenditure is to be enteredin code **9259**. When the flat rate for athletes is claimed, the income not to be reported (67%) may not be excluded via code 9259; see Item 9.

30 There is entitlement to a tax-free profit allowance in the form of a **basic tax-free allowance** amounting to **13%** of the profit, but totalling no more than € 3,900 per person and assessment year. The basic tax allowance is automatically deducted in the income tax assessment notice, so no entry is required. Please note that the amount to be entered in the income tax return E 1 in line 10a, 11a or 12a and included in the codes 310/320/330 is further reduced in the income tax assessment by the tax-free profit allowance.

However, you have the option of waiving consideration of the basic tax allowance; in this case, you must fill in the checkbox.

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