Dear Mr/Ms

FOR TAX DECISION AND PAYMENT OF FEES/TRAVEL COSTS

In order to ensure efficient and secure payment of fees/travel costs outside Sweden, please complete the following four stages and return the email with the files listed below.

**1. Application to the Swedish Tax Agency for special income tax on non-residents**

* 1. Click on the following link or copy the address to your browser

<https://mp.uu.se/documents/432512/54197968/recidencabroad_230405.docx/5c8a389b-f4fe-5a87-982d-445d146e889c>

 1.2. Fill in the form and print it out, if you have a Swedish identification number or coordination number it should be filled in under Date of birth.
 1.3. Sign the form

 1.4. Scan the completed form and save the file on your computer
 1.5. Attach the completed and scanned form when you return the email

**2. Nordea, Payment of salary/pension outside Sweden via Nordea’s Personal Account System**2.1. Click on the following link or copy the address to your browser

[https://mp.uu.se/documents/432512/54197968/utbetalning-lon-pension-till-utlandet+%28jul17%29.pdf/e787edc8-524b-fd4a-fe7c-4bcb559201b8](https://mp.uu.se/documents/432512/54197968/utbetalning-lon-pension-till-utlandet%2B%28jul17%29.pdf/e787edc8-524b-fd4a-fe7c-4bcb559201b8)

2.2. Fill in the form and print it out

 2.3. Sign the form
 2.4. Scan the completed form and save the file on your computer
 2.5. Attach the completed and scanned form when you return the email

*Regarding the attached Nordea form: please be sure to fill in your home address and not your work address, and fill in the form as thoroughly as possible. (We have had problems with wrong/missing information on this form, so extra attention to this in order to avoid delays would be highly appreciated.)*

**3. Scanned copy of a valid version of your passport**
 3.1.Scan a valid version of your passport. If you have a Swedish identification number or coordination number you don’t have to do this.
 3.2. Attach the scanned copy when you return the email

**4. Scan and post your receipts or tickets**
 4.1. Scan your receipts or tickets for your expenses

 4.2. Attach the scanned copy when you return the email

 4.3. Send originals to your contact person at the department/equivalent at Uppsala University

**5. Return the email**
 5.1. Now attach the four files, and return the email to the sender and send the original receipts as stated above (4).

*A returning email, with the four attachments all completed correctly, will ensure an efficient processing of your case.*

*Please be aware that there is a long waiting time at the Swedish tax agency when applying for SINK tax.*

Yours sincerely,