

# Employer's Attestation

For presentation to an enterprise providing accommodation as proof of the professional nature of the expenditure incurred in the context of an overnight stay (§ 1 (1) ÜInStS).

Employer – Address – VAT identification number, if available:  
(Please print in block capitals, Company stamp)

I / We hereby confirm to our employee

\_\_\_\_\_ ,

Surname, first name

that her / his stay in Potsdam from \_\_\_\_\_ to \_\_\_\_\_

is for company/professional/business reasons.

## Note on data protection

The submission of this attestation to the enterprise providing the accommodation is voluntary and serves exclusively the purpose of establishing the liability for the tax. The collected data will be forwarded in individual cases upon request to the Capital of Potsdam, which reserves the right to review the statement made therein.

If this procedure should not be agreed with, the Occupancy Tax will be levied as a general rule. One does have the possibility, however, of subsequently applying for the refunding of any retained Occupancy Tax to the responsible Capital of Potsdam, thereby presenting the proofs of the professional reason for the accommodation expenditure.

The submission of this attestation constitutes consent to the processing and usage of the data as mentioned above.

\_\_\_\_\_  
Date, Signature of an authorized signatory of the company

