



ACADEMIC COURSE: \_\_\_\_\_

U.P. (code) \_\_\_\_\_ Name U.P.: \_\_\_\_\_

RECEIVER PERSONAL DATA (1): Mandatory

Name and surname: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (mandatory)

TAX INFORMATION (indicate the country of residence for tax purposes)

SPAIN

NIF (Spanish)/NIE (foreign resident): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ P.C. \_\_\_\_\_

ABROAD

Country: \_\_\_\_\_

ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

MANDATORY DIRECT DEBIT OF PAYMENT IN CASE OF TRANSFER

Name of the bank entity: \_\_\_\_\_ SWIFT/BIC CODE: \_\_\_\_\_

IBAN CODE: \_\_\_\_\_

PAYMENT CONCEPT: It is essential to point out the concept of payment

Subscribe to the person indicated  
above, in concept of:

Conferences<sup>(3)</sup>

Roundtables<sup>(3)</sup>

Meetings

Courses<sup>(3)</sup> n° hours: \_\_\_\_\_

Awards<sup>(4)</sup>

University activity promoted from the Vice  
President of Culture and Social Projection<sup>(2)</sup>.

Specify activity:

Specify the title of the conference, course, reason for the meeting, prize, dates, time:

Gross amount: \_\_\_\_\_

IRPF TAX <sup>(5)</sup> \_\_\_\_\_ % \_\_\_\_\_

Liquid to be paid: \_\_\_\_\_

Vº Bº \_\_\_\_\_ , \_\_\_\_\_  
Head of the Unit, Receiver,

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Nº ID: \_\_\_\_\_

Attach a photocopy of ID (nationals), NIE (residents) or passport (non-residents) as long as it has not been presented previously or the number has changed.

(1) Payments to UZ personnel will be made through payroll, after completing the specific form.

Payments to professionals registered in the Economic Activities Tax (Art. 55.6 NGE) must present an invoice.

(2) See maximum remuneration [Instrucción de 3 de julio de 2023, de la Vicerrectora de Cultura y Proyección Social.](#)

(3) See [normas de gestión económica](#)

For participation in specific master's degrees see maximum remuneration in [Resolución de 1 de junio de 2023.](#)

(4) In case of prizes, consult the [list of keys and withholdings](#)

(5) Consult the [list of keys and withholdings](#) for both Spaniards or residents (NIE) and non-resident foreigners (if you present a tax residence certificate and there is an agreement to avoid double taxation, you will not have withholding)

In accordance with the provisions of current legislation on the protection of personal data (Regulation (EU) 2016/679, of April 27) we inform you that the personal data you have provided us will be processed, as responsible, by the University of Zaragoza for the purpose of personnel management and management of teaching and research as well as their participation in university activities and services. You can exercise your rights of access, rectification, limitation, opposition or portability before the Manager of the University of Zaragoza (Edificio Paraninfo 1st floor, Plaza de Basilio Paraíso nº 4, 50005- Zaragoza) specifically indicating the reason for your request and accompanying copy of your identity document. The request may be made in writing in paper format or by electronic means. If you have not obtained satisfaction in the exercise of your rights, you can contact the Data Protection Delegate of the University (dpd@unizar.es Tfno. 876 55 30 13) or in a claim to the Spanish Agency for Data Protection through the forms that this entity has enabled for this purpose and that are accessible from its website: <https://sedeagpd.gob.es>