

HOW TO GET TAX CODE

COME RICHIEDERE IL CODICE FISCALE



What is the tax code?

Cos'è il codice fiscale?

The tax code is a unique 16-character alphanumeric code which **identifies a citizen**.

It is compulsory to obtain a tax code 'codice fiscale' from AGENZIA DELLE ENTRATE.

*Il codice fiscale è un codice alfanumerico di 16 caratteri che **identifica un cittadino**. E' obbligatorio richiedere il codice fiscale all'AGENZIA DELLE ENTRATE.*



How to get the tax code?

Come ottenere il codice fiscale?

Students can apply for the Italian codice fiscale:

- at the Italian consular authority in their Country **before departing (strongly recommended)**. **In this case please follow the instruction provided by your Consular Authority;**
- once arrived in Italy, sending all the required documents to **Agenzia delle Entrate**.

Gli studenti possono richiedere il Codice fiscale italiano:

- presso l'autorità consolare italiana del loro Paese **prima della partenza (caldamente consigliato)**. In questo caso fai riferimento alle indicazioni fornite dall'Autorità Consolare.
- una volta arrivati in Italia, inviando la documentazione necessaria all'**Agenzia delle Entrate**.



Getting the tax code once arrived in Italy

Ottenere il codice fiscale una volta arrivato in Italia

In order to get the tax code, please send the following documents to dp.bergamo.utbergamo2@agenziaentrato.it:

Per ottenere il tax code, invia i seguenti documenti a dp.bergamo.utbergamo2@agenziaentrato.it:

- the filled and handwritten signed AA4-8 form (PDF SCAN FORMAT);
il modulo AA4-8 compilato e firmato manualmente (SCANSIONE IN FORMATO PDF);
- copy of your identity card (NON-EU students: passport, visa and Airport passport control stamp);

una copia della tua carta d'identità (studenti NON-EU: passaporto, visto, timbro controllo passaporto alla dogana aeroportuale);

In the reference of the e-mail please indicate: Erasmus Student_UNIBG_Name, Surname.

Nell'oggetto della mail indicare: Erasmus Student_UNIBG_Name, Surname.



How to fill in the AA4-8 form

Come compilare il modulo AA4-8

You can find this form in the Incoming Webpage:

<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/on-your-arrival>

Troverai questo modulo sulla pagina Incoming:

<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/on-your-arrival>

agenzia entrate Revenue Agency

STAMPA CAMBELLIA DATA AA4/8

APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUEST FOR TAX CODE CARD/DUPLICATE OF NATIONAL HEALTH SYSTEM CARD (NATURAL PERSONS)

PART A
Section I
Applicant type

☐ D DIRECT APPLICATION FOR YOURSELF ☐ T APPLICATION FOR A THIRD PARTY (only for the allocation of a tax code)

APPLICANT TYPE CODE

Section II
Application type

☐ 1 ALLOCATION OF A TAX CODE REQUEST FOR A TAX CODE CARD ☐

☐ 2 CHANGE OF DETAILS TAX CODE

☐ 3 NOTIFICATION OF DEATH TAX CODE DATE OF DEATH

☐ 4 REQUEST FOR TAX CODE CERTIFICATE TAX CODE

☐ 5 REQUEST FOR DUPLICATE OF TAX CODE CARD/NATIONAL HEALTH SYSTEM CARD TAX CODE REASON

PART B
Personal details

SURNAME NAME SEX

MUNICIPALITY OF BIRTH (or Foreign State) PROVINCE DATE OF BIRTH

PART C
Registered residence/
Tax domicile

MUNICIPALITY PROVINCE POSTCODE

TYPE (apartment, square, etc.) ADDRESS

HOUSE NUMBER AREA/OTHER

PART D
Residence overseas

FOREIGN STATE FEDERAL STATE, PROVINCE, COUNTY

TOWN OF RESIDENCE POSTCODE

ADDRESS

PART E
Other possible tax codes allocated

TAX CODE

TAX CODE

DOCUMENTS ENCLOSED

SIGNATURES

APPLICANT TAX CODE FOR NON-NATURAL PERSONS TAX CODE OF SIGNED

DATE SIGNATURE

DELEGATE

Signee delegate

born in on TAX CODE

I am submitting the form on this person's behalf and shall collect any possible certification issued by the office

DATE SIGNATURE



How to fill in the document

Come compilare il documento



Revenue
Agency

STAMPA

CANCELLA DATI

AA4/8

APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND
REQUEST FOR TAX CODE CARD/DUPLICATE OF NATIONAL HEALTH SYSTEM CARD
(NATURAL PERSONS)

PART A		
Section I		
Applicant type		
	☐ D DIRECT APPLICATION FOR YOURSELF	☐ T APPLICATION FOR A THIRD PARTY
	APPLICANT TYPE CODE (only for the allocation of a tax code) 01	
Section II		
Application type		
	☒ 1 ALLOCATION OF A TAX CODE	REQUEST FOR A TAX CODE CARD ☐
	☐ 2 CHANGE OF DETAILS	TAX CODE
	☐ 3 NOTIFICATION OF DEATH	TAX CODE DATE OF DEATH
	☐ 4 REQUEST FOR TAX CODE CERTIFICATE	TAX CODE
	☐ 5 REQUEST FOR DUPLICATE OF TAX CODE CARD/NATIONAL HEALTH SYSTEM CARD	TAX CODE REASON

Section II:

Select box
**1_Allocation
of a tax code**

Sezione II:
seleziona il riquadro
**1_Allocation of a tax
code**

Section I:

Fill in the
**Applicant type
code** with **01**

Sezione I:
seleziona il riquadro
**Applicant type
code** with **01**



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

How to fill in the document

Come compilare il documento

PART B Personal details	SURNAME	NAME	SEX
	MUNICIPALITY OF BIRTH (or Foreign State)	PROVINCE	DATE OF BIRTH
			D D M M Y Y Y Y

Part B:

Fill in this section with your personal details.

Please be careful and **write the complete name (or names) and surname, exactly as indicated in the Passport.**

Compila questa sezione con le tue informazioni personali.

*Fai attenzione e **compila il documento con il nome (o i nomi) e cognome completi, esattamente come indicato sul Passaporto.***

Date of birth:

Please write the date following the format:

DD/MM/YYYY

*Data di nascita:
indica la data di nascita
nel formato:*

GG/MM/AAAA



How to fill in the document

Come compilare il documento

PART C Registered residence/ Tax domicile	MUNICIPALITY BERGAMO		PROVINCE BG	POSTCODE
	TYPE (street, square, etc.) VIA	ADDRESS ITALIAN ADDRESS IN BERGAMO		
	HOUSE NUMBER HOUSE NUMBER	AREA/OTHER		

Please note:

If you still haven't a permanent accommodation you can indicate the address of your temporary one!

Se non hai ancora una sistemazione permanente puoi indicare l'indirizzo di quella temporanea!

Part C:

Fill in this section with the details of your registered residence in Bergamo:

- MUNICIPALITY: Bergamo;
- PROVINCE: BG;
- POSTCODE: of your Italian house
- TYPE: Via (Italian word for street);
- ADDRESS: the italian address you have in Bergamo;
- HOUSE NUMBER

Parte C:

Compila questa sezione con i dettagli della tua residenza a Bergamo:

- MUNICIPALITY: Bergamo;
- PROVINCE: BG;
- POSTCODE: codice del tuo indirizzo di casa Italiana
- TYPE: Via;
- ADDRESS: l'indirizzo della tua abitazione a Bergamo;
- HOUSE NUMBER: numero civico.



How to fill in the document

Come compilare il documento

PART D Residence overseas	FOREIGN STATE	FEDERAL STATE, PROVINCE, COUNTY	
	TOWN OF RESIDENCE		POSTCODE
	ADDRESS		

Part D:

Fill in this section with the details of your registered residence overseas, specifying all the requested fields.

Parte D:

Compila questa sezione con i dettagli della tua residenza all'estero, specificando tutti i campi richiesti.



How to fill in the document

Come compilare il documento

SIGNATURES	
APPLICANT TAX CODE FOR NON-NATURAL PERSONS	TAX CODE OF SIGNEE
DD MM YYYY	
DATE	SIGNATURE

SIGNATURES:

Fill in this section with the date and an **handwritten signature**.

FIRMA:

Ultima la compilazione aggiungendo la data e la **firma manuale** al documento.



How will I receive my tax code?

Come riceverò il mio codice fiscale?

Once the procedure is completed you will receive the tax code document by email. Then you will be able to hand in/send a copy of the tax code to your landlord and to the accommodation office (if you reserved through the Accommodation office).

Una volta conclusa la procedura riceverai il documento contenente il tuo codice fiscale via mail. Potrai quindi consegnarne/inviarne una copia al tuo proprietario di casa e al servizio alloggio (se hai prenotato un alloggio attraverso di loro).

