

Guideline for tax code request

In order to ask for your official tax code to the Revenue Agency through the University, you should fill in the AA4/8 form available on the Revenue Agency website ([ENG version](#)).

Remember that University can help you to ask for official Tax code given by the Revenue Agency just if you do not have received it yet by the Agency.

We ask you to follow the instructions below. In particular, you must:

- PART A, Section I: choose “direct application for yourself” and write in “applicant type code”:
 - “01”, for a non-resident student enrolling at school/university
 - “02”, for a non-resident worker
 - “03”, for person temporarily living in Italy
- PART A, Section II: choose “allocation of a tax code”
- PART B: write your personal data
- PART C (optional): write information about your registered residence in Italy (if you do not have it yet, please, do not write anything here)
- PART D: write information about your residence overseas (the Country you come from)

PART A	<input checked="" type="checkbox"/> DIRECT APPLICATION FOR YOURSELF <input type="checkbox"/> APPLICATION FOR A THIRD PARTY		APPLICANT TYPE CODE <input type="text"/> <input type="text"/>
Section I Applicant type			
Section II Application type	<input checked="" type="checkbox"/> ALLOCATION OF A TAX CODE <input type="checkbox"/> REQUEST FOR A TAX CODE CARD		
	<input type="checkbox"/> 2 CHANGE OF DETAILS	TAX CODE	
	<input type="checkbox"/> 3 NOTIFICATION OF DEATH	TAX CODE	DATE OF DEATH
	<input type="checkbox"/> 4 REQUEST FOR TAX CODE CERTIFICATE	TAX CODE	
	<input type="checkbox"/> 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 (street, square, etc.)	ADDRESS	
	HOUSE NUMBER	AREA/OTHER	
PART D Residence overseas	FOREIGN STATE		FEDERAL STATE, PROVINCE, COUNTY
	TOWN OF RESIDENCE		POSTCODE
	ADDRESS		

Note that PART E does not have to be completed. Then you must:

- DOCUMENTS ENCLOSED: describe the attached documents (e.g. identity document)
- SIGNATURE: fill in “date” and “signature” only; we recommend you to put a handwritten signature, similar to the one on your passport/identity document;
- DELEGATE: fill in “date” and “signature” only; we recommend you to put a handwritten signature, similar to the one on your passport/identity document.

The image shows a portion of a tax form with several sections highlighted in yellow and red. The sections are:

- PART E** Other possible tax codes allocated: Contains two 'TAX CODE' fields.
- DOCUMENTS ENCLOSED**: A large empty box for describing documents, highlighted with a red box and an arrow.
- SIGNATURES**: Contains 'APPLICANT TAX CODE FOR NON-NATURAL PERSONS' and 'TAX CODE OF SIGNEE' fields. Below them is a signature line with 'DATE' and 'SIGNATURE' labels, highlighted with a red box and an arrow.
- DELEGATE**: Contains 'Signee' and 'delegate' fields. Below them is 'born in' and 'on' fields, and a 'TAX CODE' field. At the bottom is a statement: 'I am submitting the form on this person's behalf and shall collect any possible certification issued by the office', followed by 'DATE' and 'SIGNATURE' labels, highlighted with a red box and an arrow.

If you choose the editable version of the form, remember that you can fill in every needed information through your device, as mentioned above and then you must print it to put your handwritten signature in section “SIGNATURES” and “DELEGATE”.