

## MONTHLY INVOICE INFORMATION

Dear Trainers,

Enclosed you will find important information on accounting for both MHC schools in Austria and Slovakia.

### 1. [Date and contact:](#)

Please send your Invoices for the lessons you have given by email by the [2nd of the month](#) at the latest to [mariana.heather@mhc-training.com](mailto:mariana.heather@mhc-training.com).

The billing addresses:

#### [AT](#)

##### **MHC Business Language Training GmbH**

Triester Straße 10/3/B322  
2351 Wiener Neudorf  
Österreich

FN 311055i  
UID-Nr. ATU64299066

#### [SK](#)

##### **MHC Business Language Training s.r.o.**

Zámocká 30  
811 01 Bratislava  
Slovensko

ICO: 46370421  
DIC DPH: SK2023353244

### 2. [The UID number](#)

Trainers from an EU country who also carry out their activities in an EU country must apply for a **VAT number for** reverse charge purposes and this must be shown on all invoices.

Even if you are not subject to VAT in your country, but are subject to a small business regulation, you need to apply for a VAT number exclusively for reverse charge purposes. [After 01.11. 2022 at the latest](#), we will unfortunately not be able to accept HNs without a UID number from abroad. This concerns trainers who charge from abroad in Austria or Slovakia, not trainers who charge within one country (AT - AT or SK - SK).

Trainers from a non-EU country need proof that they are active as a business and are registered for tax purposes in their country - the tax number should be on the HN.

### 3. [The info and form of the HN](#)

This information should be on the HN - you can find all of it in the database

- The period - month, year
- The language being taught
- The bank details (please only IBAN and BIC within the EU) or Paypal
- Each HN should be numbered
- The HN must be in pdf. format

Please send me the time sheet for each HN for the respective month, this document is created from the registered appointments and attendances directly in the MHC database.

Please pay attention to the form of the HN (e.g. delete empty lines, write your address at the top) as your Invoice is a document, we have to keep it for 10 years.

We try to process all HNs as early as possible, provided the administration in the database is done and the HN is error-free. It is important that we receive all HNs by the [2nd of the month](#), otherwise we cannot guarantee timely payment.

The fees are paid between the [6th and 10th of the month](#). If you have not received payment by the 10th, please let me know.

If you have any questions, please do not hesitate to contact me.

Kind regards

Mariana