SERVICIO UNIVERSITAS XXI ECONÓMICO

REGISTRATION OR MODIFICATION FORM FOR THIRD PARTIES

○ **Registration** ◉ **Modification** (please mark as appropriate)

PERSONAL DATA

Type of document	Number
Choose:	

First Name	First Surname	Second Surname

Email	

Address (Tax residence)									
Street type / name									
No		Staircase		Building		Floor		Letter	

Locality	Municipality	City

Province	Postal Code	Country of Tax Residence

TAX DATA

Personal Data 190 (Natural person resident in Spain)

(SEE INSTRUCTIONS)

Date of Birth		Family Status	CODE:	Type of Relationship	CODE:

Personal Data 296 (Natural person or legal entity NOT resident in Spain)

Date of Birth		Country of Birth:	
Country of Tax Residence			

BANKING DATA

Bank Name	
Bank Country	

National and Foreign Bank Account (SEPA zone or SEPA equivalent)

IBAN	
SWIFT / BIC	

Foreign Bank Account (outside SEPA zone)

Bank Account Number	
SWIFT / BIC	
ABA - ROUTING NUMBER	

In compliance with the principle of transparency set out in the GDPR [1] and LOPDyGDD [2], it is hereby stated that the University of Seville is the Data Controller of the processing "Economic Management," the purpose of which is the administrative and economic management of the University of Seville's budget and accounting, as well as the management of income and expenditure files.
The processing is necessary for compliance with a legal obligation and for the performance of a task carried out in the public interest or in the exercise of official authority.
You have the right to access, rectify, erase, and request the portability of your data, as well as to exercise other rights, as explained in the additional information.
You may consult detailed information regarding the above-mentioned processing at:
https://osi.us.es/sites/osi/files/doc/pd/ratgestioneco.pdf
Full information on data protection at the University of Seville is available at:
https://osi.us.es/

INSTRUCTIONS FOR COMPLETING THE REGISTRATION OR MODIFICATION FORM FOR THIRD PARTIES

This procedure governs the incorporation of the identifying and banking data of third parties into **UNIVERSITAS XXI-ECONÓMICO** of the University of Seville.

The form, duly completed and accompanied by the documentation attesting to the third party's details, shall be submitted by the responsible officer through the **AYRE** application.

Please mark **REGISTRATION** if the data are being provided for the first time. If data have been submitted previously and an alteration is to be communicated, please mark **MODIFICATION**.

PERSONAL DATA

Please select the type of identification document:

- **NIF (Tax Identification Number):** Where the third party is a legal person, the entity's NIF must be entered; under no circumstances shall the NIF of its legal representative be accepted.
- **NIE (Foreigner Identification Number):** For foreign nationals resident in Spain.
- **VAT number (Intra-Community VAT Identification Number).**
- **Foreign Identification Document:** Document issued by the country of residence of the foreign third party.
- **Passport.**
- **Residence and Work Permit.**
- **Other:** Other official identification documents applicable to foreign third parties.

A copy of the identification document issued by the country of tax residence must be attached, and such document must be valid.
Where the identification document provided does not include the full address (street type, postal code), supporting documentation of the fiscal domicile shall also be required.

Please indicate the **email address** to which communications shall be directed.

TAX DATA

Section: Form 190. Natural persons resident in Spain. The fields "Date of Birth," "Family Status," and "Type of Relationship" must be completed.

Family Status (If not indicated, Code 3 shall apply):

- **Code 1:** Where the recipient is single, widowed, divorced, or legally separated, with children under 18 years of age or dependent adult children subject to extended or reinstated parental authority, living exclusively with him or her, provided that at least one child or descendant qualifies for the minimum allowance for dependants referred to in Article 58 of the Income Tax Act.

- **Code 2:** Where the recipient is married, not legally separated, and the spouse has no annual income exceeding the amount referred to in situation 2 of Article 81.1 of the Income Tax Regulation.
- **Code 3:** Where the family status of the recipient differs from the above, or where the recipient does not wish to declare such status to the withholding agent.

Type of Relationship (If not indicated, Code 4 shall apply):

- **Code 1:** General contract or relationship, covering all situations not included in the subsequent numeric codes.
- **Code 2:** Contract or relationship of less than one year's duration, and contracts arising from the special employment relationship of artists engaged in performing, audiovisual, or musical activities, as well as those engaged in necessary technical or auxiliary activities, except in cases covered under Code 4.
- **Code 3:** Other dependent special employment relationships, except income arising from artists under Code 2, income earned by inmates of correctional institutions, and special employment relationships involving persons with disabilities, which shall fall under Code 1.
- **Code 4:** Occasional employment of manual labourers remunerated on a daily wage basis, as referred to in Rule 2 of Article 83.2 of the Income Tax Regulation.

Section: Form 296. Natural persons or legal persons **not resident in Spain.** All fields must be completed.

BANKING DATA

The bank account code in **IBAN format** is mandatory in all countries belonging to the SEPA (Single Euro Payments Area). Its maximum length is 34 digits (depending on the country). In Spain, the IBAN comprises 24 digits.

In the case of payments to a foreign country, the **BIC (Bank Identifier Code, also referred to as SWIFT)** must also be indicated. This code consists of 11 alphanumeric digits.

For bank transfers to the **United States of America,** in addition to the SWIFT code, the **ABA routing number** (9 numeric digits) shall be required.

A **bank account ownership certificate** issued by the relevant financial institution must be provided; no alternative documents shall be admissible. This certificate must expressly include the full account code (IBAN, CLABE, etc.), as well as the identification document and name of the third party subject to registration.