

1. Number of your request

Number or name your request. You can use both numbers and letters. You can use up to 10 characters. The number makes it easier to identify a request if you submit several during a year.

2. Your details as the payee

Enter your name, address and personal/corporate identity number. The Swedish Tax Agency will send the payment to the account you notified previously. If you have not notified an account to the Swedish Tax Agency, you must do so before the Swedish Tax Agency can make the payment. The simplest way to notify your account number is via the Skattekontot e-service that you will find on the Swedish Tax Agency's website. The service requires eID. You can also fill in a form (SKV 4802) and send it to your bank or to Bankgirot (it takes about four weeks for the account to be registered with the Swedish Tax Agency). You can find the form on the Swedish Tax Agency's website www.skatteverket.se. If you are a producer/business operator with a Swedish corporate identity number, the account you notify has to be your own account in a Swedish bank. If you are a producer/business operator without a Swedish bank account, you can instead provide information about your IBAN (bank account number) and BIC/SWIFT (bank code).

3. Details of the purchaser

For every person you request payment for you have to fill in their personal identity number (given as YYYYMMDD-NNNN or YYMMDD-NNNN), the payment date, the price of the ROT work you carried out, how much of the price the purchaser paid and what amount you are requesting from the Swedish Tax Agency. If there are several purchasers, it is important to write each purchaser's amount separately. This applies to all information about amounts paid by the purchaser and amounts you are requesting.

Payment date

The payment date is the date when you were paid by the purchaser. Each application form can only contain payment dates from one and the same calendar year. If, for example, you have been paid by one purchaser in one year and by another purchaser in another year, you must divide up your request and use two forms. State the number of the invoice sent to the purchaser of the ROT work you are requesting payment for. You can use both numbers and letters. Property designation

The property designation is the name of the property where the ROT work was carried out. The property designation normally has to be stated in the following formats:

NYBY 1:1, BLOMMAN 2, NORRA VISLINGE 11:11, VIBYGGERÅ-BERG 2:12. It is important to use the designation set by Lantmäteriet [Land Survey of Sweden]. If the property is newly formed and there has not been time to register it in the Swedish Tax Agency's register or if the format is wrong, the processing takes longer. If you have worked in a cooperative flat, do NOT enter the property designation. Enter information about the housing cooperative association's corporate identity number and the flat number instead.

4. Cost of work carried out

The price of the ROT work is the total cost, including value added tax (VAT) for the ROT work you have carried out. The amount you have been paid is the part of the price including VAT on the ROT work you have carried out that the purchaser has paid. The amount you request is the difference between the price of the ROT work you have carried out and the amount you have been paid by the purchaser. The amount you request has to be given including VAT and must never be higher than the amount you have been paid.

5. ROT work carried out

State the number of hours worked (whole number) for the categories the work related to. Note that the number of hours is rounded up. You must enter information for at least one category. When hours worked has been stated, the cost of materials must also be stated.

5.1 Building work

Repairs, conversions and extensions of residential buildings or ancillary buildings; for example the replacement of a kitchen, a floor or roofing.

5.2 Electricity work

For example, drawing replacement wiring or new wiring or a control unit.

5.3 Glass/Plate work

For example, the replacement of windows or the repair of old windows in the purchaser's home. Replacement of gutters.

5.4 Site/Drainage

Only manual work on the purchaser's plot/garden. Costs of machinery must not be included. For example, drainage, boring/digging a water well, draining well, infiltration plant, geothermal heat and ground heat

5.5 Masonry work

For example, tile and clinker setting and casting new foundations or a new base plate.

5.6 Painting and wallpapering work

For example, painting and wallpapering

5.7 Building services work

For example, replacing existing or drawing new pipes, taps and sanitary ware. Installation of a heat pump.

6. Cost of materials

State the cost of materials, including VAT, for the ROT work carried out, split between the categories. Both hours worked in the purchaser's home and the cost of materials must be registered for the category/categories you have given. If you, as a producer, have not charged for any materials for the ROT work that is the basis for the tax reduction, you have to register SEK 0. You must enter information for at least one category.

7. Other costs for ROT work

State the amount for other costs, including VAT, that relate to the ROT work you have carried out. For example, any administrative charge, guarantee undertaking, machinery costs, travel costs, service costs or transport costs. If no other costs have been charged for the ROT work carried out, you have to register SEK 0.

8. Signature

The form has to be signed by an authorised signatory or representative. Also print their name in block letters. Mark the signature box and enter your signature using a mouse, touchpad or other device.