

ARE YOU A NON EU RESIDENT? FIND OUT HOW TO GET A VAT REFUND



BEFORE ARRIVING AT THE AIRPORT

Passengers who do not reside within the European Union can request a VAT refund for a minimum amount of **€ 70,01** on products purchased in the same store and on the same day. Inside the store: in order to issue correctly the Tax Free Form, the following information is mandatory: **passport number, passport issuing country, name, surname, date of birth, country of residence, document type**. Please check that the information entered by store staff is correct. In case of error the Tax Free form will not be validated and consequently VAT will not be refunded.



DO NOT WEAR OR USE THE GOODS FOR WHICH YOU WISH TO REQUEST A REFUND BEFORE LEAVING THE EUROPEAN UNION



DO NOT REMOVE THE LABEL

AT THE AIRPORT

TO COMPLETE THE PROCEDURE FOR REFUNDING THE VAT IT IS NECESSARY TO REQUEST THE CUSTOMS VALIDATION WITHIN **5 HOURS** BEFORE THE FLIGHT DEPARTURE.

Purchases made in boarding area E **do not require** a VAT refund because the prices are already VAT exempt.

AT THE CUSTOMS AND VAT REFUND OFFICES

Present the Tax Free for which you want to be refunded, the passport, the flight booking or boarding card and goods purchased and follow the procedure described on the next page.



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IF THE MERCHANDISE IS IN THE HOLD LUGGAGE

1

**VAT
REFUND**

IF YOU PURCHASED IN ITALY
AND HAVE INVOICES BELONGING TO:



GO TO THE ABOVE REFUND OFFICES



IF YOU PURCHASED OUTSIDE ITALY OR
HAVE INVOICES NOT BELONGING TO THE
ABOVE OFFICES PROCEED TO CUSTOMS

2



CHECK-IN

3



CARRY OUT SECURITY CHECKS



IF THE MERCHANDISE IS IN THE HAND LUGGAGE

1



CHECK-IN



CARRY OUT SECURITY CHECKS

2

**VAT
REFUND**

IF YOU PURCHASED IN ITALY
AND HAVE INVOICES BELONGING TO:



GO TO THE ABOVE REFUND OFFICES

3



IF YOU PURCHASED OUTSIDE ITALY OR
HAVE INVOICES NOT BELONGING TO THE
ABOVE OFFICES PROCEED TO CUSTOMS

