

## BEFORE ARRIVING AT THE AIRPORT

Passengers who do not reside within the European Union can request a VAT refund for a **minimum amount of € 154.95** 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 not be refunded.



**DO NOT wear or use** the goods for which you wish to request a refund before leaving the EU



**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 "on the back".



## ARE YOU NOT A EU RESIDENT? FIND OUT HOW TO GET A VAT REFUND



# T1 IF LEAVING FROM TERMINAL 1



If the merchandise to be reimbursed is in the **HOLD LUGGAGE**



## ONCE YOU ARE IN THE VAT REFUND AREA

If you have Italian invoices belonging to:



Go to the offices of these operators

If you have at least one foreign invoice or Italian invoices not belonging to the three operators indicated, go to customs

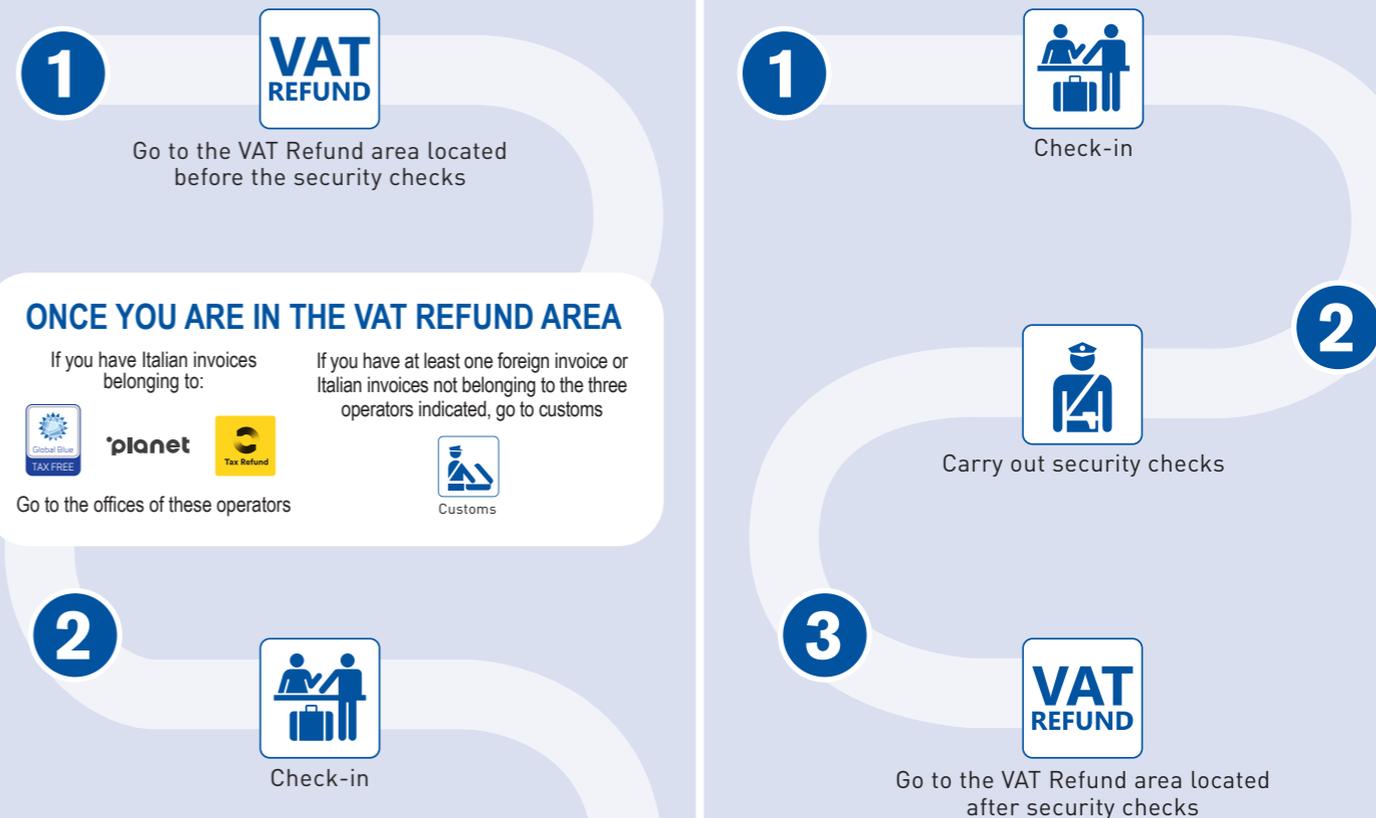


Customs

# T3 IF LEAVING FROM TERMINAL 3



If the merchandise to be reimbursed is in the **HAND LUGGAGE**



## ONCE YOU ARE IN THE VAT REFUND AREA

If you have Italian invoices belonging to:



Go to the offices of these operators

If you have at least one foreign invoice or Italian invoices not belonging to the three operators indicated, go to customs



Customs



## ONCE YOU ARE IN THE VAT REFUND AREA

If you have Italian invoices belonging to:



Go to the offices of these operators

If you have at least one foreign invoice or Italian invoices not belonging to the three operators indicated, go to customs



Customs



## ONCE YOU ARE IN THE VAT REFUND AREA

If you have Italian invoices belonging to:



Go to the offices of these operators

If you have at least one foreign invoice or Italian invoices not belonging to the three operators indicated, go to customs



Customs