



# Informations on taxes, contracts and invoices

*revised Mai 2022*

An attestation letter signed by the promoter stating the amount of taxes withheld is necessary now for each concert. Please get in touch with each organizer to ask them to provide this letter in the same time of the contract whenever taxes are going to be withheld  
thank you

**ACCOUNTANT** for KML SRL and Katia and Marielle Perso  
Massimo Fiocchi and Daniela Natalini  
Via Caccini 1  
00198 Roma

**d.natalini@bftassociati.it**

**mobile** Daniela +39 338 5331985

**FOR KML SRL:** According to italian laws, KML SRL should pay taxes in Italy  
\*\*\*In case of withholdings then the taxes receipts SHOULD be on the name of the SRL ( this is a very important point, please make sure that the a letter is given to us at the time of the concert)

The invoice KML SRL to the Promoter will be prepared by the agent and sent to both Katia and the promoter one month before the concert with the date of the concert. Almost all the promoters needs this invoice now before the concert in order to organize the bank transfert  
The agent will send the invoices to their accountant Daniela Natalini d.natalini@bftassociati.it  
**with copy to Katia**  
INVOICE' s number will be given by Katia

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We need for each concert:

**1) CONTRACT** sent at least 6 months in advance on the name of KML SRL with RIDER ( the contract's rider is part of the contract

**\*\*\*Hotels and travels should be paid directly by the promoter in order to avoid taxes on expenses**

KML S.R.L.  
C.F e P.I: IT 05808570484  
Via Caccini 1  
00198 - Roma

All contracts has to be made on the MODEL in the section 'contracts' : it is the sole responsibility of the agent to check the contract between KML SRL and the promoters

Contracts should be sent FIRST to the promoter for signature and then to KML SRL.

**\*\*\*If promoter insist having their own model of contract then the agent has to check that ALL the clauses from KML model of contract are in the promoter contract before sending it to Katia for signature**

**2) Attestation letter dated and signed from the promoter stating the taxes withheld given to the artist the day of the concert.**

**3) KML SRL INVOICE** to the Promoter ( sent in advance)

with VAT NUMBER

C.F e P.I: IT 05808570484

Promoter VAT number.....

Gross amount

Amount of taxes deducted

Net amount

**4) Official Tax Receipts** on the name of KML SRL to be sent to Katia and Daniela

**d.natalini@bftassociati.it**

**katia@labeque.com**

**5) AGENT** commission invoice to KML SRL with both VAT numbers plus all related expenses

**6) OVERALL STATEMENT:** resuming the situation

Payment to be made to KML SRL account

BANK ACCOUNT for transfer into SRL account

BANCA POPOLARE DI SONDRIO

Via del Tritone, 207

00187 Roma (RM)

Intestazione: KML S.R.L.

BBAN:

CIN ABI CAB Rapporto

U 05696 03226 000002996X27

IBAN: IT77 U056 9603 2260 0000 2996 X27

Filiale: 438 ROMA - AG. 26

BIC/SWIFT: POSOIT22

BIC/SWIFT SEDE: POSOIT22

**HOTELS:** 5 stars hotel to be paid directly by the promoter.  
Connecting junior suite or connecting large double bedrooms  
far away from lift and noise. high floor, south exposure  
extra heater required in each room.

**TRAVELS:** few solution are possible

- 1) the promoter organize and pay for the travels in advance
- 2)The promoter send the money in advance to KML travel agency

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## FOR PERSONAL CONTRACTS

### FOR CATHERINE & MARIE HELENE LABEQUE

Accountant for personal contract: Daniela Natalini is in charge from january 2020

#### 1) CONTRACTS :

##### **TWO CONTRACTS ARE NECESSARY:**

- one for Catherine (Katia) Labeque
- one for Marie Helene (Marielle) Labeque

codice fiscale( whenever necessary)

Catherine Labèque LBQCHR50C51Z110T

Marie Helene Labèque LBQMHL52C46Z110N

VAT NUMBERS( always necessary)

Catherine Labèque IT 04 699 590 487

Marie Helene Labèque IT 04 699 580 488

#### ADDRESS

Via dei Delfini No 36

00186 ROMA

**Please use always our model of contract in the section "contracts"** it is the sole responsibility of the agent to check the contract . If a promoter insist having their own model of contract then the agent will have to check that ALL the clauses on the KML model will be in the promoter's contract before sending it for signature to Katia

**\*\*\*Hotels and travels should be paid directly by the promoter in order to avoid taxes on expenses**

Written in contract :

**HOTELS:** 5 stars hotel to be paid directly by the promoter.

Connecting junior suite or connecting large double bedrooms  
far away from lift and noise. high floor, south exposure  
extra heater required in each room.

Written in contract : TRAVELS: few solution are possible

- 1) the promoter organize and pay for the travels in advance
- 2)The promoter send the money in advance to a travel agency

VAT NUMBERS of the promoters and artists have to be written on the contract

the contract should be sent FIRST to the promoter for signature and then to the artists

RIDER: The contract rider is part of the contract

Katia's fee and Marielle's fee will be sent to their personal account in Italy.

**for KATIA:**

BANCA POPOLARE DI SONDRIO

Via del Tritone, 207

00187 Roma (RM)

Intestazione: LABEQUE CATHERINE

BBAN:

CIN ABI CAB Rapporto

G 05696 03226 000002992X23

IBAN: IT15 G056 9603 2260 0000 2992 X23

Filiale: 438 ROMA - AG. 26

BIC/SWIFT: POSOIT22

BIC/SWIFT SEDE: POSOIT22

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**For MARIELLE:**

BANCA POPOLARE DI SONDRIO

Via del Tritone, 207

00187 Roma (RM)

Intestazione: LABEQUE MARIE HELENE

BBAN:

CIN ABI CAB Rapporto

J 05696 03226 000002993X24

IBAN: IT59 J056 9603 2260 0000 2993 X24

Filiale: 438 ROMA - AG. 26

BIC/SWIFT: POSOIT22

BIC/SWIFT SEDE: POSOIT22

**2) TAXES:**

two attestation of taxes withheld from the promoter dated and signed given the day of the concert

one for Catherine Labèque

one for Marie Helene Labèque

two official taxes receipts to be sent later to Katia

one for Catherine Labèque

one for Marie Helene Labèque

### 3) INVOICES:

WE NEED 2 SEPARATE INVOICES and one overall statement for each artists,

a) ARTIST INVOICES to the Promoter, prepared by the agent and sent one month in advance to both Katia and the promoter, with the date of the concert, number to be given by Katia

Catherine Labèque  
IT 04 699 590 487  
Promoter VAT.....  
gross amount  
amount of taxes deducted  
net amount  
.....

Marie Helene Labèque  
IT 04 699 580 488  
Promoter VAT.....  
gross amount  
amount of taxes deducted  
net amount  
.....

b) AGENT commission invoice to each of the artists for with both VAT numbers plus the related expenses when paid by the agent (travels, hotels, etc....)  
Travels should be paid by the promoters sending Etickets or sending the money to the travel agent

c) STATEMENT : resuming the overall situation

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NOTA:Please remember that we need 6 documents everytime ( KML SRL or PERSONAL)

1) Contract

2) Attestation letter stating the amount of tax withal signed and dated by the promoter sent in the same moment of the contract

3) Invoice to the promoter  
with both VAT numbers

4) Official Tax Receipts

5) Agent's commission invoice with both VAT numbers and related expenses

6) Statement 'overall situation'