



How to become an **IT** freelancer

How to become an IT freelancer



1. Leaving Employment

If you are employed and give notice to become a freelancer, ask for a **proof of income and paid tax advances** before you leave. You will need it later for tax return purposes.

2. Scope of Business

Choose your business activities from the [list of general trades](#). The Trade Licence Office will register all trades in the trade licence (formerly trade certificate).

We recommend choosing from the following general trades:

- › Computer services and computer data processing services;
- › Advertising and marketing services; and
- › Intermediation activities in services.

3. Business Name

Choose the business name you will use as a freelancer. There is a rule for **business names of natural persons (self-employed)** that the business name has to start with your name and surname (degrees may be included: Ing., Mgr. etc.). It may (does not have to) be followed by a business name. If your name is Ján Novák, your business name might be:

- › Ján Novák (only your name); or
- › Ján Novák Freelancer (name and business name).



How to become an IT freelancer



4. Registering a Trade

Go to the [Trade Licence Office](#) and get all [forms](#) necessary to register a trade. Do not forget your ID card and cash (or payment card). Hand in the forms and pay the administrative fee. Each general trade licence costs EUR 5. Duty stamps are no longer necessary. The fee can be also paid in cash or by card.

If you have an **ID card with an electronic chip (eID)** and you have an activated certificate for the creation of a qualified electronic signature (KEP), you can also **register trades** at www.slovensko.sk. There is no fee for electronic registration of trades. Trade Licence Offices work as single points of contact. They will facilitate your registration of trades by processing some formalities for you automatically:

- The Trade Licence Office will request a criminal record for you.
- The Trade Licence Office will register you as a

self-employed person with a health insurance company for health insurance payments; and

- The Trade Licence Office will register you with a tax office for personal income tax purposes.

The Trade Licence Office will issue the **trade licence** (formerly trade certificate) within **three business days**.

5. Social Insurance Agency

You will be required to pay **contributions to the Social Insurance Agency** in the **second year of doing business**. If you choose not to register with the Social Insurance Agency in the first year of doing business, this time will not be included in your pension. You will not be entitled to sickness benefits or unemployment benefits if you terminate your trade licence and do not find a job. If you want security and financial compensation in the above cases (sick leave, unemployment) **you may register** with the Social Insurance Agency **as a voluntary payer**.



How to become an IT freelancer



6. Tax Office

The tax office will mail you a notice with your **tax identification number (tax ID)**. You will state your tax ID on invoices and you will use it as your identifier when dealing with the tax office.

7. Business Account

Open a business account in a bank. It is not required, but it is a must in practical terms. Do not forget to **report** your new business account **to the tax office**. You have to do so within **15 days from its opening**.

8. Standing Order

Set up a standing order in your business account to pay **contributions to the health insurance company**. Later, when you start paying **contributions to the Social Insurance Agency**, you will also set up a standing order for this purpose.

Although it is not required to pay contributions using a standing order, it is far more practical and comfortable than any other method.

If you have done everything successfully, you should now have:

- A trade licence (trade certificate);
- Tax ID;
- Health insurance; and
- Business account.

If you want to become a voluntary VAT payer, it is necessary to make a request at the tax office and complete the relevant forms.

Congratulations, you are now a FREELANCER!

Get the most of your career and enjoy all benefits of a freelancer life.



TITANS freelancers, s.r.o. • Office: Seberíniho 1 • 821 03 Bratislava • Slovakia
Headquarters: Jégého 16999/8 • 821 08 Bratislava • Slovakia • titans@titans.sk • www.titans.sk

