

# Finance & Control – Fiscal Law

REGISTER ■  
BELASTING ■  
ADVISEURS ■

## Your personal information

First name and surname : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Telephone home : \_\_\_\_\_

Telephone mobile : \_\_\_\_\_

E-mail address home : \_\_\_\_\_

E-mail address work : \_\_\_\_\_

Sofi number / BSN : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Gender :  Male  Female

Nationality : *If you have the US nationality and have the 30% ruling*

*Then you only have to pay tax in the Netherlands on the actual days you worked in the Netherlands. If you worked outside the Netherlands please provide us with a specification of all the working days.*

Dutch bank accountnumber (for the tax refund) : \_\_\_\_\_

*We advise you to use a Dutch (bank) account to prevent a delay in payment of a refund.*

Places of work : \_\_\_\_\_

Do you have the 30% ruling :  Yes  No

*If you have the 30% ruling please send us a copy of the statement. If you already sent us before then you don't have to send it again.*

Did you live in the Netherlands  
the whole year? :  Yes  No

If not, which date did you enter

or leave the Netherlands? : Enter date: \_\_\_\_\_ Leave date: \_\_\_\_\_

In which country were you living before/after the Netherlands? : Before: \_\_\_\_\_ After: \_\_\_\_\_

Did you register/deregister at the local town hall :  Yes  No

Date of registering/deregistering at the local town hall : \_\_\_\_\_

*Please be advised that the tax office will look at the registration information from the local town hall. So be sure you have (de)registered. Otherwise your tax return will be delayed or not processed!*

Single

Married

Marital status :

Living together

Divorced/Widower

Did you officially registered your relationship? :  Yes  No

Did the marital status change :  Yes  No

If Yes, on which date did the marital status change: Date: \_\_\_\_\_

## Information partner

First name and surname : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Sofi number / BSN : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Gender :  Male  Female

Nationality : *If you have the US nationality and have the 30% ruling*

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Did you live in the Netherlands the whole year? :  Yes  No

If not, which date did you enter or leave the Netherlands? : Enter date: Leave date:

In which country were you living before/after the Netherlands? : Before After:

Did you register/deregister at the local town hall :  Yes  No

Date of registering/deregistering at the local town hall : \_\_\_\_\_

Please provide us with copies of the identity papers of you and your partner.

This can be a passport, residence permit or drivers licence.

## Children

Initials Last Name Date of birth Sofi number child (if you have it)

Is the child registered at your address?

Does the child have it's own income/receive a scholarship?

## Information about your employer(s)

Name of your **first** employer : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Name of contact person at HR : \_\_\_\_\_

Do you have 30% ruling at this

employer :  Yes  No

If yes, the periode the 30% ruling

Is granted for this company : Startdate: \_\_\_\_\_ Enddate: \_\_\_\_\_

Name of your **second** employer : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Name of contact person at HR : \_\_\_\_\_

Do you have 30% ruling at this employer :  Yes  No

If yes, the periode the 30% ruling

Is granted for this company : Startdate: \_\_\_\_\_ Enddate: \_\_\_\_\_

## Information about your partners' employer(s)

Name of your parnters' **first** employer : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Name of contact person at HR : \_\_\_\_\_

Do you have 30% ruling at this employer :  Yes  No

If yes, the periode the 30% ruling

Is granted for this company : Startdate: \_\_\_\_\_ Enddate: \_\_\_\_\_

Name of your partners' **second** employer : \_\_\_\_\_

Address : \_\_\_\_\_

Postal code + City : \_\_\_\_\_

Country : \_\_\_\_\_

Name of contact person at HR : \_\_\_\_\_

Do you have 30% ruling at this employer :  Yes  No

If yes, the periode the 30% ruling

Is granted for this company : Startdate: \_\_\_\_\_ Enddate: \_\_\_\_\_

## General Information about tax situation

Did you receive a tax return from the Dutch tax authorities? :  Yes  No

If yes, please send a copy of the front page.

Did your partner receive one? :  Yes  No

If yes, please send a copy of the front page.

What is the deadline stated on the tax return: : \_\_\_\_\_

Did you file a tax return previous year? : \_\_\_\_\_

If yes, please send a copy of previuos year return.

Did you receive a salary? :  Yes  No

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If yes, please send a copy of the relevant year end statement.

Did your partner receive a salary? :  Yes  No

If yes, please send a copy of the relevant year end statement

Did you or your partner receive a social security payment like unemployment or a pension? :  Yes  No

If yes, please send a copy of the relevant year end statement.

Do you or your partner have a A1(former E101) statement showing that your premiums social security in the country where you are transferred from? :  Yes  No

If yes, please send a copy of the relevant A1/E191 statement

Did you receive a bonus or other incidental salary ? :  Yes  No

Do you participate in an employer stock option plan? :  Yes  No

If yes, did (part of) the option vest/exercise ? :  Yes  No

## Company car

If you have a company car it will have been taxed in the monthly payroll administration. If it turned out that you used the car for less than 500 km's and you kept a detailed kilometre registration then you may claim the withheld wage tax back. If you would like to do this please send us the kilometre registration.

## Public Transport

Did you regular travel by public transport to your work and did you have an monthly, quarterly or annual subscription? :  Yes  No

If yes, please send a copy of the relevant subscriptions.

The distance (kilometres) declared on the public transport statement or travel statement from your employer i.e. the one way distance : \_\_\_\_\_

The statement must be separately provided by the NS or the tram/bus company or your employer.

Please forward it to us if you have it. Single tickets won't be sufficient.

The number of days per week you travelled with public transport. : \_\_\_\_\_

The travel allowance you receive from your employer. If the employer provided the whole subscription state "all". : € \_\_\_\_\_

Most of the times if you receive an allowance you can't deduct any costs.

## Other Non Job related income

Do you have a self employed business? :  Yes  No

Do you have freelance income? :  Yes  No

Did you receive alimony? :  Yes  No

Did you have income as volunteer? :  Yes  No

Allowances for writing articles, holding lectures, copyright etc. :  Yes  No

Periodical allowances because of illness, disability, accident

Periodical allowances because of illness, disability, accident from a private insurance? :  Yes  No

If yes, please send us a copy of the relevant documents.

Please send us a summary/specification of the earned income and all the costs you had to make to earn the income.

## Property (principal residence)

Do you own a property in the Netherlands which you consider as your main residence? :  Yes  No

If yes, please send us:

- A copy of the 2013 WOZ statement which you received from the local government (or the local property tax bill).

The WOZ-value of the property .

- A copy of the 2013 annual mortgage statement of your bank.

If you paid "erfpacht" to the municipality, the bills showing the payments.

Did you buy a property for principal residency ? :  Yes  No

If yes, please send us:

- A copy of the statement of account of the notary ("notarisafrekening");

- A copy of the invoice for valuation of the property (taxatie / valuation report);

- The date you moved to your property;

- An estimate of the amount in euro's you spent on remodelling the property if part of the mortgage is used for it.

Did you sell another principal residence in the Netherlands (previous year ) before you bought your current principal

residence? :  Yes  No

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If yes, please send us:

- A copy of the statement of account of the notary of the sale of the property ("notarisafrekening");

## Property other than principal residence

Do you own other property (in the Netherlands or abroad)? :  Yes  No

If so, what is the economic value of this property? : Value: \_\_\_\_\_

Currency: \_\_\_\_\_

What is the outstanding loan / mortgage for this property? : Value: \_\_\_\_\_

Currency: \_\_\_\_\_

Do you rent out the property? :  Yes  No

If you are living outside the Netherlands but still have a Property in the Netherlands you will have to file a C form for foreign tax residents. In this form only the Dutch property is declared together with the outstanding mortgage. Other income will not have to be declared.

## Savings and investments

Do you have savings and investments (worldwide) of more

Then € 21,139 (€ 42,278 for fiscal partners)? :  Yes  No

If you have the 30% ruling you can be exempted from declaring your savings and investments in your Dutch tax return.

If you don't have the 30% ruling grant then we need:

- The annual bankaccount statement(s) showing the value on 01-01.

PLEASE NOTE: If 2013 was a migration year we need the value on the date of migration.

Was dividend tax withheld on your Dutch investments? :  Yes  No

If yes, please send a copy of the relevant documents showing the withheld dividend tax.

Dividend tax can always be claimed back if you send us the statements showing the withheld dividend tax.

## Special tax deductions

Did you have costs for study for yourself or your partner which were more then € 250 ?

If yes, please provide copies of paid invoices (application fee, books, material. :  Yes  No

Have you made payments to an ex-husband or -wife?

If yes, please specify payments for ex-partner and

Payments for children and provide the following details:

- Name of ex-partner;

- Address of ex-partner; :  Yes  No

- Date of birth ex-partner;

- Nationality of ex-partner;

- Country in which your ex-partner is currently living.

Have you paid child support **to your children** who were

Not living with you? See also above question. :  Yes  No

Have you made gifts/donations to registered charity?

If yes, please specify and send copies of the relevant statements. :  Yes  No

Did you have costs for professional childcare? :  Yes  No

The child care costs are no longer deductible in the tax return. Instead it may be possible to claim a tax allowance. If you would like us to arrange this for you please send us a copy of the contract showing:

- name of the child

- number of hours per day/week

- hourly cost

Did you pay a substantial amount on healthcare which wasn't covered by your health insurance? :

Yes  No

If yes, please give us an estimate of the total amount in euro's in 2013. : \_\_\_\_\_

## Substantial interest

Do you own more then 5% of the shares in a limited company? :  Yes  No

If the limited company is based in the Netherlands please provide year end accounts.

## Pension

Have you made payments for a (Dutch) private pension? :  Yes  No

Do you have a company pension? :  Yes  No

Do you have a Dutch "lijfrente" insurance? This is an annuity pension plan and the premiums may be deductible. :  Yes  No

Please send a copy of the relevant policy and paid premiums.

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The premiums may be deductible.

## **Other**

How did you find our company? :

Do you have any questions or comments? :

## **Checklist**

- **All relevant documents mentioned in the questionnaire which are applicable on your tax situation;**
- **Passport copy of you and your partner (if applicable);**
- **Signed authorization;**
- **Please don't forget to save a copy of the questionnaire for your own files.**

## **Tax Allowances**

Other services provided (please tick the box if you are interested).

The Dutch tax system know a few extra tax allowances called "toeslagen".

There are 4 allowances:

- Childcare allowance;
- Healthcare allowance;
- Rent allowance;
- Child benefit.

## **Digid Code**



### **your DigiD**

Users name : \_\_\_\_\_

Password : \_\_\_\_\_

### **DigiD partner**

\_\_\_\_\_

\_\_\_\_\_