

**Intake form new employee**

Name employer: .....

Name employee: .....

Address: .....

Postal code + Place of res.: .....

Country: .....

Male / Female: ..... M / F\*

Date of birth: .....

Dutch Social security number / BSN: .....

Nationality: .....

IBAN number bank account / BIC code: .....

E-mail address: .....

Date of commence: .....

End date of contract: .....

Probation period: yes / no\* End date probation period: .....

Hours per week: .....

Working days: ..... Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday\*

**Fulltime Salary:** ..... (in €) gross / net\*

**Holiday allowance, 13<sup>th</sup> month, other in attached contract:** ..... yes / no\*

**30%-ruling applicable** (Enclose copy granting for 30%-ruling): ..... yes / no\*

**Company car:** ..... yes / no\*

**Number plate:** .....

**Withholding personal contribution car:** ..... (in €)

**Or: Commuting allowance (not obliged):** ..... (in € per period)

**Distance home-work one way journey:** ..... (in kilometers)

**Other:** .....

**We would also like to receive the following documents:**

Copy of a valid identity document (driving licence is not allowed and when copying an identity card, please copy front and back side);

- Copy of the labor agreement;
- Employee's individual wage tax statement, see next page;
- Granting for 30%-ruling (The Netherlands has a special tax regime for expats. Employees that are temporarily seconded abroad or to the Netherlands usually receive a reimbursement for the extra costs of living outside their home country, so-called extraterritorial costs. You can choose between reimbursement of the actual costs or application of the 30% ruling. This Dutch ruling provides a substantial income tax exemption of up to 30%. Whichever option you choose, Salarisbalie can apply to the tax authorities for it and correctly process it in the payroll.)

\* to cross out what is not applicable

## Individual Wage Tax Statement

### Why this form?

Your employer or benefit agency must generally withhold tax and national insurance contributions on your salary payment or benefits. Tax and national insurance contributions are the collective name for salaries tax/social insurance contribution, industrial insurance contributions and the income-related contribution care insurance law. For the deduction your employer or benefit agency must register your personal details. With this form you state these data. Furthermore you indicate if you want your employer to apply the wage tax credit.

### Complete and return

Return this form after signing it to your employer or benefit agency. If you start working, you must hand in this statement at the latest the day before your first working day at your employer. You must identify yourself thereby. If you receive benefit payments, you must return this statement for the first benefit payment.

### Further information

For further information [www.belastingdienst.nl/loonheffingen](http://www.belastingdienst.nl/loonheffingen) or call the TaxPhone: 0800 - 0543, reachable on Monday to Thursday from 8.00 till 20.00 and on Friday from 8.00 till 17.00.

## 1 Your personal details

Are your details completed already? Please check them and amend them if necessary.

Name and initials

Address

Zip code and residence

Land and region *Only fill in if you live abroad.*

Date of birth

BSN/Sofi-number

## 2 Apply wage tax credit

The wage tax credit is a discount on the salaries tax/social insurance contribution. Your employer or benefit agency automatically applies the discounts appropriate to you. The wage tax credit may be applied by only one employer or benefit agency at the same time. Cross "yes" if you want that your employer or benefit agency applies the wage tax credit. If there is a modification, you must request in writing that your employer or benefit agency takes into account the modification. This you can do by filling in a new "Individual Wage Tax Statement".

Do you want that your employer or benefit agency takes into account the wage tax credit?  Yes, as from

No, as from

## 3 Signature

Please return this form to your employer after signing.

Date

Signature

## Points of interest

### What if you do not complete this form

If you do not complete this tax statement, the employer is obliged to with-draw 52% tax / social security premiums. This is the highest tax rate. The same applies if you do not submit your correct name, address and residence or if you do not identify yourself.

### Provisional refund

If you get the general interest charged on arrears of income tax monthly of the Tax and Customs Administration in the form of a provisional refund (VT), you must revise or stop the payments immediately when you start working. Or else it is possible to receive too much interest charged on arrears of income tax, because your employer also settles (a part of) the general interest charged on arrears of income tax with your salary payments. Too much received amount must be paid back to the Tax and Customs Administration. For further information you can get in touch with the TaxPhone: 0800 - 0543.

### Family Income Supplement

If you have, next to this employment a Family Income Supplement, the wage tax credit will not be applied to your Family Income Supplement. Only if you cannot use the full wage tax credits with your employer, the Social Services will take into account the unused part. In this case you do not have to take this into account while completing the form.

### Governmental Pension (AOW)

If you are single or a single parent receiving AOW, you may be entitled to the supplementary old-age credit. The best thing to do is to have the disbursing AOW benefits agency, to apply the tax credit.