

Intake form employer

Name employer:

Address:

Postal code + Place of Res.:

Country:

Contact person:

Telephone number:

Email address:

Dutch bank account number IBAN and BIC:

Description activities employer:

.....

Date payment net salaries:

Registration number wage tax:

Pension premium applicable: yes / no*

Insurance company for pension, please add information:

Does Salarisbalie need to provide the Insurance company with all relevant information: yes/ no*

Which Collective Labour Agreement do you apply or not applicable?:

Holiday allowance 8% month of payment (mostly May):

Over which period is the holiday allowance being paid (p.e. June1-May 31):

.....

One time only payment (p.e.13th month): yes / no*

In which month will this/these payment(s) be paid:

Funding base for calculation:

Do you have different regulations in your company in case of illness payment¹: yes / no*

If so, which differences are there:

.....

¹In Holland the first 52 weeks have to be paid 70% of the salary as a minimum. It is permitted to pay 100%. You can also deduct two days payment if the employee is ill. The next 52 weeks the employer can pay 70% of the salary as a maximum.

Are there any subsidized arrangements applicable: yes / no*

If so, which: Research- and development work / Disabled employee / Education *

Other subsidized arrangements:

When Salarisbalie needs to register the company with our tax authorities, please add:

- Description of the activities in your country and the activities in The Netherlands;
- Copy companies act;
- Copy statement Chamber of Commerce in your country;
- Copy register stockholders;
- VAT-number in The Netherlands, or when not available, in your country;
- The attached Authorisation.

When Salarisbalie took over the payroll administration from another service provider, we would like you to add some documents, so we can arrange a successful start of the payroll. Please add the following documents:

- Copy of pay slips of the last two or three periods;
- Remunerations component scheme for the journal entries and/or copy of the last journal entry;
- Copy of the last wage tax report;
- Documentation concerning pension contributions and illness insurance;
- Copy conditions of employment (if applicable);
- Copy report last tax survey done by the Dutch tax collectors office;
- Copy decision sector division and premium Werkhervattingskas from the Tax authorities;
- Copy conditions of employment for definite time (with date of ending);
- List of employees with other than Dutch nationality;
- On which days do the part-time employees work;
- List of employees with company car and the catalogue value and license plate numbers of the cars;
- Declaration for 30%-ruling, statement no personal use car and likewise.

Authorisation

- I, the undersigned,

.....(*company name*)
.....(*address*)
.....(*place / country*)

- Hereby authorise

Salarisbalie B.V.
Schepenen 42
NL-3961 LS Wijk bij Duurstede

- To act on my behalf until further notice in all matters pertaining to Dutch Wage Taxes, and in particular to submit regular tax returns, handling staff subsidy applications and to lodge appeals to the inspector and/or the courts.

.....
(place)

.....
(date)

.....
(Signature)

.....
(Name)