

UNIVERSITY OF TWENTE.

Information form new staff member

This form is used for the registration of your personal details in the personnel information and salary system of the University of Twente. In addition, this form (item 4) is used for the application of the payroll tax credit.

1. Your personal details

Name ¹ :
(married women: state maiden name)

Given names :

First name :

Name partner :

Academic title :

Sex : male / female

Nationality :

Address (in the Netherlands) :

Postal code and city :

Land and region (fill up only if your address is **not** in the Netherlands) :

Date of birth :

Place of birth : Country:

Telephone :

Email :

Civil status : not married married

Tax and national insurance number² :

Date of your employment :

2. Employment history UT Flex

Fill in whatever concerns you have filled in UT Flex.

Student-call worker / student assistant:

¹ Passport

For your employment you must send in a clear, legible copy of a valid passport.

² Tax and national insurance number

The tax and national insurance number is the number under which you are registered with the tax authorities. If you do not have a Dutch tax and national insurance number you can apply for this with the relevant unit of the tax authorities. Do not forget to take a valid ID (no driving licence) with you.

8. Signature

I declare to have completed this statement (page 1 up to and including 2) truthfully:

Place :

Date :

Name (in block letter) :

Signature :

9. Explanation individual payroll tax statement (do not send back)

Your employer or benefits agency usually is to withhold payroll tax and social security premiums from your wages or benefits. Payroll tax and social security premiums comprise wage withholding tax, social security premiums, employed persons insurance schemes, and the income-based allowance for the Health Care Act. For the withholding your employer or benefits agency is to register your personal details. This form serves to provide these details. You can also state whether you wish for your employer to apply the payroll tax and social security premiums discount.

Completing and returning the form

If you have just taken up work, you are to hand in this statement to your employer within three days on your first working day at the latest. You will be required to identify yourself.

If you do not fill in this individual payroll tax statement

If you do not submit your personal details, your employer or benefits agency has to deduct 52% wage tax/social security premiums. This is the highest tax rate. Furthermore, your employer has to calculate the social security premiums and the income-based allowance for the Health Care Act over your entire wages. The same applies if you fill in incorrect personal details, or if you fail to identify yourself.

Provisional refund

If you receive the general payroll tax and social security premiums discount from the tax authorities on a monthly basis in the form of a provisional refund (VT), you have to immediately terminate the payment of this, when you take up work. Otherwise the amount of payroll tax and social security premiums discount you receive may be too high, because your employer also sets off (part of) the general payroll tax and social security premiums discount against your wages. You have to pay back the amount received in excess to the tax authorities. For more information you can contact the BelastingTelefoon: 0800 - 0543.

More information

For more information you can call (free of charge) the Tax phone (*Belasting-Telefoon*): 0800-0543 or refer to the internet website www.belastingdienst.nl/english/. For specific information on your own situation you can refer to the tax authorities unit relevant to you.

Applying individual payroll tax statement with an other employer or benefits agency

The payroll tax credit may only be applied by one employer or benefits agency at a time. If more employers and/or benefits agencies apply the deduction, you will receive too much reduction and have to pay back this amount in arrear. If you wish the employer or benefits agency from whom you have received this form to apply the payroll tax credit, while at the moment this is applied by a different employer or benefits agency, then fill in "No" to this question and fill in a new individual payroll tax statement with the other employer or benefits agency.

Welfare payment

If in addition to this employment or benefit you receive a welfare payment, in principle no payroll tax credit will be applied to your welfare payment. Only in the case that you cannot completely use your payroll tax benefit with your employer or benefits agency, the welfare services will take into account the part that has not been used. However, also in this case for the purposes of this form you may rely on the welfare services not to apply a payroll tax credit.

Old-age state pension (AOW)

If as a single or a single parent you receive an old-age state pension (AOW), you may be entitled to the additional elderly people's discount. In this case it is best for you to have the Social Insurance Bank (*Sociale Verzekeringsbank*) apply the payroll tax and social security premiums discount.