

Chesterfield

CONTRACTING SERVICES

WHERE PROFESSIONALISM MATTERS ...



www.chesterfield-group.com

Our Dutch Solution for Contractors Working in the Netherlands

Thank you for choosing Chesterfield Management Ltd as your employer for the duration of your contract in the Netherlands.

As part of this solution our Umbrella Company “Ollanpay Services Ltd” becomes your employer and offers the employed status with all the advantages.

Due to the high levels of tax in the Netherlands the Dutch government offers a special concession to expatriates to encourage them to work there. This is known as the 30% ruling and we can apply for this on your behalf. If the application is successful it allows you to earn the first 30% of your salary tax-free.

You can also have certain expenses reimbursed tax-free by your end client or Ollanpay Services in your monthly payroll.

To take advantage of these benefits of working in the Netherlands, Ollanpay Services has to employ you. You will therefore find enclosed all the relevant forms that need to be completed before we can draw up an Employment Agreement.

Our Service

We will invoice your agency at the agreed rate minus deductions. These deductions cover our statutory contributions as your employer as well as a fixed monthly fee for our services. You will receive a Salary Slip each month showing how your net salary has been calculated.

Your net retention will vary depending on your personal circumstances but approximately will be 60% to 70% of your earnings over the period of one tax year. We can apply for the 30% ruling on your behalf and if you do not work a full year in the Netherlands you can apply for a tax refund which we will assist you with for a nominal charge.

Medical Insurance

Under the 2006 Health Insurance Act all individuals working in the Netherlands are required to take out a basic policy from a health insurance company based in the Netherlands. This law is applicable to everyone.

SOFI/BSN Number

Any individual who is employed in the Netherlands has a social-fiscal number. A SoFi/BSN number is required for tax and social security purposes and can be obtained from the tax office closest to where you are working.

You will need to go to the tax office in person to collect your SoFi/BSN number and you will need to present your passport. The SoFi/BSN number must be issued prior to submitting your application for the 30% allowance.

IND and Town Hall Registration

EU nationals who intend to stay in the Netherlands for longer than 3 months are required to register at the IND and their local town hall. To register at the IND, the following documents are needed:

- A copy of your Employment Agreement
- Proof of Health Insurance
- Passport

To register at the town hall you will need:

- Passport, together with a clear copy
- Copy of your rental agreement or purchase contract of the property in the Netherlands. If your accommodation is paid for by someone else then you will need them to provide a written statement of the rental value.
- Birth certificate, marriage certificate, change of name certificate and divorce certificate, as applicable of all family members

To avoid continued taxation after you leave the Netherlands you must de-register before you leave the country.

The 30% Allowance

Foreign employees are considered to be incurring extraterritorial expenses due to the fact that they are working outside their country of origin. If the employee meets certain requirements they are entitled to a “30% reimbursement” which means that an employee is taxed on only 70% of their wages.

In order for Ollanpay Services to apply for the 30% allowance we require the following documentation from you:

1. A photocopy of your passport
2. An up to date CV
3. Power of Attorney form signed and dated
4. A signed Employment Agreement
5. Your SoFi/BSN number
6. Job description and overview of your skills & expertise

The application for the 30% allowance normally takes about ten weeks to process from the moment all relevant documents are submitted. Your salary will not include the 30% allowance until your application is approved by the Inland Revenue but generally will be back dated to the start of your contract if your application is successful. This will be paid out in the next salary payment you would receive.

Tax Allowable Expenses

The employer is allowed to reimburse certain expenses tax-free.

Miscellaneous expenses:

Commuting

Public transport: actual cost if employee can produce the ticket to the Employer. Private car: €0.19 per km travelled.

Attending conferences & seminars

If the course or seminar is beneficial to your employer then travel costs as per above will generally be allowed.

Professional literature, courses & exams

Professional magazines that keep you updated on the industry to be involved in can be reimbursed tax-free. Exams, courses and textbooks are not allowable as they are deemed in the employees’ interest. If you have a long term contract then different rules may apply.

Business expenses:

Business Travel

Expenses such as flight tickets, hotel accommodation & meals consumed on business trips are generally tax-free.

Salary Payment

Your salary is paid at the end of each calendar month. Please email your timesheet and expense sheet with copies of your receipts to ana@groupchesterfield.com.

Please post your expense sheets and original receipts to:
Ollanpay Services Ltd, Panayiotis Tsangaris 14, PO Box 52099, 4060 Limassol, Cyprus

Tax Return

You will be required to submit an Income Tax Return. We can arrange to submit your Tax return for a nominal fee. You will be issued with a Tax Return Form to complete each January.

End of Contract

You must notify us of your last working day by emailing the enclosed End of Contract Declaration to ana@groupchesterfield.com one month prior to you completing your contract.

How To Proceed

Please follow these instructions and complete the enclosed forms and email them to ana@groupchesterfield.com

KYC

Certified copy of your passport and certified copy of an utility bill.

Expatriate Questionnaire

Please complete the enclosed form. The questions are relevant to your social security banding and tax allowances. Please remember to inform us of any changes to your personal circumstances.

Residential and Banking Details

It is important that we have your correct bank details.

For the application of your 30% Allowance

- A current copy of your CV
- A clear copy of your passport showing your photograph, signature and relevant information
- The Power of Attorney form enclosed must be completed, signed and returned to us
- Job description & overview of your skills

Wage Tax Declaration Form

The Wage Tax Declaration Form enables the Dutch Tax Authorities to place you in the correct tax band.

Tax Rebate Declaration

This document authorises the Dutch authorities to pay your tax rebate into the bank account of Ollanpay Services. We can then pay this into any account that you nominate.

End of Contract Declaration

Please send this to us one month before your contract is due to end.

Upon receipt of all enclosures, Ollanpay Services will send you 2 copies of the Employment Agreement. Please initial each page and sign the final page and return the documents to us. We will then sign them and return one original to you for your own records.

Ollanpay Services Limited
Power of Attorney

The undersigned:

Printed Name:	
Date of Birth: (day-month-year)	

Hereby grants Power of Attorney to:

Mrs P. Isiais, Managing Director of Ollanpay Services Ltd, Herengracht 268, 1016BW
Amsterdam, Netherlands

For the purpose of;

Acting on behalf of the undersigned until further notice in all matters pertaining to Dutch individual income taxes and in particular:-

- Submitting and signing regular Tax Returns and/or applications for rebates
- Receiving and forwarding any income tax refund to which the undersigned may be entitled
- Filing the 30% Tax Allowance application
- Lodging appeals to the Tax Authorities and/or competent courts
- Carrying out all the other activities that may be related (or deemed to be by proxy) to Dutch taxes

Signature:	
Date and place where signed: (day-month-year)	

OLLANPAY SERVICES LIMITED
30% Tax Allowance – Your Checklist

You will be employed in the Netherlands by, and operate through, Ollanpay Services Ltd – a Dutch Wage Tax Withholding Agency whose Wage Tax Number is 8203.02.144L01.

Whilst operating through Ollanpay Services Ltd, you will be resident in Holland for tax purposes.

To enable Ollanpay Services to apply for/transfer your 30% Allowance please confirm that you have supplied the following documents.

<ul style="list-style-type: none">- A copy of your Passport- A copy of your CV- An original of your Employment Agreement- The original signed Power of Attorney- SoFi-number- Job description & overview of your skills	
All documents were sent to our office ?	
Yes	No
Date sent: (day-month-year)	

OLLANPAY SERVICES LTD

You have been offered this position due to the scarcity of your professional skills and expertise in the Dutch labour market. In filling out the form below, please take this opportunity to communicate it clearly to the relevant authorities.

Job Description

Expertise & Skills

OLLANPAY SERVICES LTD

Residential and Contact Details

Correspondence address	
Will this be your permanent family home? If not, please provide your permanent address	Yes No
Dutch resident address (If different from the correspondence address)	
Telephone number at home	
Telephone number at work	
Mobile phone number	
Email address	

OLLANPAY SERVICES LTD

Banking Details

Dutch Bank Account

Bank Name	
Bank Address	
Account number	
Name Account Holder	
Address Account Holder	

Non-Dutch Bank Account

Bank Name	
Bank Address	
Account Number	
Name Account Holder	
Address Account Holder	
Sort Code	
IBAN Code	
BIC Code	

OLLANPAY SERVICES LTD

Expatriates Questionnaire

The accurate completion of this form is essential as it contains information that will affect your monthly payroll.

General Details

Full Name	
Date of Birth: (day-month-year)	
Sex	
Nationality	
National Insurance Number	
Permanent Contact Address	
Have you been resident in the Netherlands before? Have you ever been employed by a resident Dutch employer before?	No Yes From _____ To _____ No Yes From _____ To _____
Arrival Date in the Netherlands	
Contract Start Date	
Proposed Contract Duration (months)	
What is your SoFi number	
Please tick the relevant category	Single Married Separated Co-habiting Divorced Widowed
Is your Partner working?	Yes No
Does he/she earn over Euro per annum?	Yes No
Is this in the Netherlands? (if other please specify)	Yes No Country

OLLANPAY SERVICES LIMITED

Will you be supplied with a company car	Yes	No
State make, model and year		
Do you commute by public transport?	Yes	No
Do you receive a commuting allowance?	Yes	No
How much do you receive?		
Does your employer provide free accommodation?	Yes	No
Do you receive reimbursed housing costs?	Yes	No
Are you reimbursed for utilities and if so, how much?		
How much will you receive from your employer for relocation costs?		
How much were the transportation costs?		

OLLANPAY SERVICES LIMITED

Questionnaire Insurances

1. Please confirm your full name	
2. Email Address	
3. Job Title	
4. What is your job description (including activities undertaken and objectives of your role?)	
5. Name of client you are working for?	
6. What countries are you working in?	
7. What percentage of time do you spend on Manual work?	
8. What percentage of time do you spend at your desk?	
9. Are you in a Managerial role?	
10. Are you also registered for tax outside The Netherlands?	
11. Date and signature:	

OLLANPAY SERVICES LIMITED

End of Contract Declaration A

Please complete and sign this form and email to ana@groupchesterfield.com

To: Ollanpay Services Ltd

I, _____, confirm that:

- a) I will be leaving the Netherlands on ____/____/____, and have no intention to return in this tax year;
- b) I will keep Ollanpay Services Ltd informed of my whereabouts and current bank account to enable and tax refund to be paid to me at all times, until my Dutch tax affairs have been settled for the year 201_.
- c) The legal employment relationship between Ollanpay Services Ltd and myself is terminated in full by mutual consent with effect from ____/____/____.

Signed: _____

Date: ____/____/____

OLLANPAY SEVICES LIMITED

End of Contract Declaration B

Please complete and sign the form and email to ana@groupchesterfield.com

Date ____/____/____

To whom it may concern

My name is _____ and my SoFi-number is _____

Please can you make any tax reimbursements on my behalf, to the following account?

Bank Name	
Bank Address	
Name account holder	
Sort Code	
IBAN Number	
BIC Code	
Account Number	

Signed: _____

Dated: ____/____/____

Name:

Address:

