

Amstelveen, December 2023

**Subject: Payroll administration 2024**

Dear client,

For the coming year (payroll) we kindly ask you to follow the schedule stated below for sending your payroll changes to us. The schedule states the latest possible date on which you can provide us with your salary changes for that month.

### **Salary schedule**

When you follow the schedule as below, you will receive the salary slips before the 20<sup>th</sup> of each month (unless agreed upon otherwise).

- **8 January**
- **8 February**
- **8 March**
- **8 April**
- **8 May**
- **8 June**
- **8 July**
- **8 August**
- **8 September**
- **8 October**
- **8 November**
- **8 December**

### **Salary changes**

**You can hand in your salary changes by e-mail using the mailbox on our website; the emailaddress is:**

**[salaris@registeraccountants.com](mailto:salaris@registeraccountants.com)**

If you don't have e-mail, please provide us with your salary changes per post (we no longer have a fax!). Because we use digital files we also prefer that we receive the changes digitally. We kindly request that you only use the Blok & Van den Boogaard payroll salary administration form. An up-to-date salary administration form is shown on our website ([www.registeraccountants.com](http://www.registeraccountants.com)), please complete this form as much as possible.

### **Disposal/Communication Whk**

In order to avoid stagnation in the production of January's payroll, we ask you to provide us with a copy of the form called 'Mededeling Loonheffingen Gedifferentieerd Premiepercentage Werkhervattingskas 2024' or 'Beschikking Loonheffingen Gedifferentieerd Premiepercentage Werkhervattingskas 2024' from the Tax Authority **as soon as possible** (if you haven't yet).

In addition we ask you to provide us with the premium your insurer charges for the WGA/ZW-ERD insurance (in case you are a self-insurer).

### **Points of attention salary administration**

#### **Employee data**

To keep our salary files complete we ask you to provide us (if we don't have them yet) with a Blok & Van den Boogaard payroll salary administration form, a copy of a valid ID (no driver's license) for each employee, a copy of the filled in wage tax form (you can get a blank copy from us or download the form from the website of the Dutch Tax Authority) and a copy of the signed employment agreement. In order for us to conduct a correct pay slip we will need this information.

#### **Working costs regulation**

We have advised you before to keep track of all the items regarding the utilization of free space. We kindly ask you to provide us with an overview of the items before January 31<sup>st</sup>, in order for us to process it in the wage tax declaration of February. This is the ultimate appointed time for the Tax Authority to give a final levy of the preceding financial year. Also when you have nothing marked as subject for the Working costs regulation, we would like to receive your reaction.

#### **Without your reaction or statement, we won't be able and allowed to lodge in the Wage Tax Declaration for February!**

There are several possibilities within the working costs regulation, to provide your staff with attractive fiscal rewards. We would like to inform you about the possibilities within your company! Please contact our salary specialists Ron Visser and Daniëlle Hoekstra.

#### **Trainees**

Trainees should also be included in the payroll administration. For trainees the same administrative requirements apply as for 'normal' employees.

#### **Cost allowances/'Kostenvergoedingen'**

Please note that you may not use the name 'cost allowance', or in Dutch 'kostenvergoeding', on the payslip. You need to specify where the allowance is being given for. The authorities might fine you when using the term 'cost allowance' (or 'kostenvergoeding')!



**Arbo services**

Every employer in The Netherlands is obliged to have a contract with a specialized company regarding arbo services. In this contract you should arrange some minimum facts (such as policy regarding illness) and many other things.

**GDPR**

Please note that you have to meet the requirements regarding the General Data Protection Regulation. Make sure your employee data are secured and that you meet the legal terms of storing and destroying data.

**WAB**

**Please note that we have to have the employment contracts (signed by employer and employee) for indefinite time of your employees in our files to prevent you from being charged with the high premium!** Please see our website for further information.

This overview is not comprehensive. If you have any questions about salary matters, please feel free to contact us or check our website [www.registeraccountants.com](http://www.registeraccountants.com).

Kind regards,

Blok & Van den Boogaard Registeraccountants

Ron Visser and Daniëlle Hoekstra

