

Expatax BV - Information tax return 2007

To be able to complete your tax return we need a lot of information. To help you to provide the right information we have created this questionnaire. We kindly request you to answer all the relevant questions and to provide us with the requested documents whereby copies are preferred.

The tax return will be completed based on the information you provide. By sending us this questionnaire you state that:

- the provided information is right to your knowledge, Expatax will not be liable for the correctness and completeness of the provided information
- you accept our client agreement including our terms and conditions which can be found on www.expatax.nl/clientagreement.htm
- you accept our fee schedule which can be found on www.expatax.nl/fees.htm

The completed questionnaire including the required documents can be sent to us in different ways.

By post (no stamps required) : Expatax BV
Antwoordnummer 55014
3505 VB Utrecht

By email : taxreturn@expatax.nl

By fax : 0031 (0) 30-2468537

Procedure

We confirm receipt of all the questionnaires and information we receive. If you don't receive a confirmation you can send an email to taxreturn@expatax.nl to request a confirmation. If necessary we will inform you which documents are missing.

After we have received your information we will deal with your tax return in order of receipt. The procedure depends on your personal situation in 2007.

You have been living in the Netherlands in 2007 the whole year

After completion we will send a copy to you together with a statement of agreement. If you approve the completed tax return we request you to sign the statement and to return it to us so that we can file your tax return electronically. We will receive a confirmation of receipt from the tax office. The tax office will contact you and send you a (provisional) tax assessment when your tax return has been dealt with. Therefore it is always important that your contact information is up to date. You will receive a tax assessment roughly between 3 months and a year after the tax return is filed.

You have been living outside the Netherlands (part of the year) in 2007

In this case a C form (resident outside the Netherlands the whole year) or an M form (resident outside the Netherlands part of the year) must be filed. As of the 2006 tax return also a C form can be filed electronically. An M form however still must be filed on paper. Our experience is that if a foreign period is involved it takes the tax office more than a year to send you a tax assessment. This period can not be reduced by the tax office.

Your information

First name and surname : _____

Address : _____

Postal code + City : _____

Country : _____

Telephone home : _____

Telephone mobile : _____

Email address home : _____

Email address work : _____

Sofinumber / BSN : _____

Date of birth : _____

Gender : _____

Nationality : _____

If you have the US nationality and have the 30% ruling then you only have to pay tax in the Netherlands on the actual days you worked in the Netherlands. If you worked outside the Netherlands please provide us with a specification of all the working days. You will find a template on our website.

Dutch bank account (for the tax refund) : _____

We advise you to use a Dutch (bank) account to prevent a delay in payment of a refund.

Do you have the 30% ruling? : Yes / No

If you have the 30% ruling please send us a copy of the statement. If you already sent us before then you don't have to send it again.

Did you live in NL the whole year? : Yes / No

If not, which date did you enter or leave NL? : Entered on: _____ Left on: _____

In which country were you living before/after NL in 2007? : Before: _____

After: _____

Did you register/deregister at the local town hall? : Yes / No

Please be advised that the tax office will look at the registration information from the local town hall. So be sure you have (de)registered. Otherwise your tax return will be delayed or not processed!

Marital status in 2007 : Married/living together/single/divorced/widow(er)

Did the status change in 2007? : Yes / No Date:

Information partner

First name and surname :

Address :

Postal code + City :

Country :

Sofinumber / BSN :

Date of birth :

Gender :

Nationality :

If you have the US nationality and have the 30% ruling then you only have to pay tax in the Netherlands on the actual days you worked in the Netherlands. If you worked outside the Netherlands please provide us with a specification of all the working days.

Bank account (for refund) :

Did you live in NL the whole year? : Yes / No

If not, which date did you enter or leave NL? : Entered on: Left on:

In which country were you living before/after NL in 2007? : Before: After:

Do you have the 30% ruling? : Yes / No

If you have the 30% ruling please send us a copy of the statement.

Please provide us with copies of the identity papers of you and your partner. This can be a passport, residence permit or drivers licence.

Children

Initials	First name	Date of birth	Sofinumber child (if you have it)	Does the child live with you?

Tax return

Did you receive a tax return?

: Yes / No

Did your partner receive one?

: Yes / No

What is the deadline?

:

Did you file a tax return for 2006?

: Yes / No

Please send us a copy of the 2006 tax return (unless we completed it for you) and copies of the 2005, 2006 and 2007 (provisional) tax assessments (if applicable).

Did you receive a salary?

: Yes / No

Did your partner receive a salary?

: Yes / No

Please send us copies of the relevant year end statements. If you can't find them you can also send us the last payslip(s) you received for 2007.

Did you or your partner receive a social security payment like unemployment or a pension?

: Yes / No

Please send us copies of the relevant year end statements.

Do you (or your partner) have a (E101) statement showing that you pay premiums social security in the country where you are transferred from?

: Yes / No

Please send us a copy of this statement so that we don't have to calculate premiums in your tax return.

Employer

Name of your employer in 2007 : _____

Address : _____

Postal code + City : _____

Country : _____

Name of contact person at HR : _____

Name of other employer in 2007 : _____

Address : _____

Postal code + City : _____

Country : _____

Name of contact person at HR : _____

Company car

If you have a company car it will have been taxed in the monthly payroll administration (since 2006). If it turned out that you used the car for less than 500 km's and you kept a detailed kilometre registration then you may claim the withheld wage tax back. If you would like to do this please send us the kilometre registration.

Public transport

Did you regular travel by public transport to your work and did you have a monthly, quarterly or annual subscription? : Yes / No
.....

The distance declared on the public transport statement or travel statement from your employer i.e. the one way distance :
.....

The statement must be separately provided by the NS or the tram/bus company or your employer. Please forward it to us if you have it. Single tickets won't be sufficient.
.....

The number of days per week you travelled with public transport :
.....

The travel allowance you received from your employer. If the employer provided the whole subscription state "all" : €
.....

Most of the times if you receive an allowance you can't deduct any costs.
.....

Other non-job related income

Freelance income : Yes / No
.....

Alimony : Yes / No
.....

Income as volunteer : Yes / No
.....

Allowances for writing articles, holding lectures, copyright etc. : Yes / No
.....

Periodical allowances because of illness, disability, accident from a private insurance : Yes / No
.....

Please send us a summary/specification of the earned income and all the costs you had to make to earn the income.
.....

Property

Do you own a property in the Netherlands which you consider as your main residence? : Yes / No

The WOZ statement which you received from the local government (or the local property tax bill).

The year end statement from the mortgage per 31 December 2007

If you paid "erfpacht" to the municipality, the bills showing the payments

If you bought a property in 2007:

The statement of account from the notary ("notarisafrekening")

The valuer's fee showing the costs to create the valuation report

The policy of an insurance which covers the repayments in case of disability or unemployment (for example a Cardif insurance)

Date you moved to your property :

Did you sell another property in the Netherlands (in 2006 or 2007) before you bought your current property? : Yes / No

If so please send us the statement of account from the notary regarding the sale of your previous home

If you would like to buy a home in the Netherlands our external mortgage advisors can assist you with arranging a mortgage. It is important that the mortgage suits your needs and that you use the available tax benefits. If you are not feeling comfortable about your current mortgage our advisors can also find out for you what can be done about it. See also www.expatax.nl/mortgage.htm.

Would you like to discuss the possibilities? Yes / No

Other property

Do you own other property (anywhere in the world)? Yes / No

Do you rent out property to other people in the Netherlands? Yes / No

If so, what is the value of this Dutch property? €

What is the outstanding mortgage for this property? €

If you are living outside the Netherlands but still have a property in the Netherlands you will have to file a C form for foreign tax residents. In this form only the Dutch property is declared together with the outstanding mortgage. Other income will not have to be declared.

Savings and investments

Do you have savings and investments (worldwide) of more than € 19,698 (€ 39,396 for fiscal partners)? : Yes / No

If you have the 30% ruling you can be exempted from declaring your savings and investments in your Dutch tax return.

If you don't have the 30% ruling then we need:

- The year end statement(s) of your bank accounts
- The year end statement(s) of your investments

Was dividend tax withheld on your Dutch investments? : Yes / No

Dividend tax can always be claimed back if you send us the statements showing the withheld dividend tax.

Special tax deductions

Did you have costs for study for yourself or your partner which were more than € 500 in 2007?

If yes, please provide copies of paid invoices (application fee, books, material, computer) : Yes / No

Have you made payments to an ex-husband or -wife?

If yes, please specify payments for ex-partner and payments for children : Yes / No

Have you paid child support to your children who were not living with you? See also above question. : Yes / No

Have you made gifts/donations?

If yes, please specify : Yes / No

Did you have costs for professional childcare? : Yes / No

The child care costs are no longer deductible in the tax return. Instead it may be possible to claim a tax allowance. If you would like us to arrange this for you please send us a copy of the contract showing:

- name of the child
- number of hours per day/week
- hourly costs

Substantial interest

Do you own more than 5% of the shares in a limited company? : Yes / No

If the limited company is based in the Netherlands please provide the 2007 year end accounts.

Pension

Have you made payments for a (Dutch) private pension? : Yes / No
.....

Do you have a company pension? : Yes / No
.....

Do you have a Dutch "lijfrente" insurance? This is an annuity pension plan for which the premiums may be deductible. : Yes / No
.....

Please send us copies of the relevant policies. We will calculate the premiums which may be deductible.
.....

If you would like to start a pension plan our external advisors can assist you with this. : Dutch pension plan
: Offshore retirement fund
: Not interested
.....

Other

How did you find our company? :
.....

Do you have any questions? :
.....

Authorization for taking care of all tax matters

The below mentioned client authorizes Expatax to act on his/her behalf until further notice in all matters pertaining to Dutch tax and national insurance and in particular (please tick the box):

- to collect information which is required for the tax return
- to communicate with the tax office and to receive information from them
- to receive electronic copies of tax assessments from the tax office
- to lodge appeals to the tax office if the tax assessment is not in favour of the client

For every completed tax return a separate approval will be requested before it will be filed.

Starting date authorisation:/...../.....

1. Client

Name

On behalf of company

Sofinumber / BSN

2. Information authorised advisor

Name	Expatax BV
Address	Ondiep Zuidzijde 6
Postal code / City	3551 BW Utrecht
Beconnummer	453.821

3. Signature client

Place	Date
.....

Signature

Please send the original to Expatax BV, antwoordnummer 55014, 3505 VB, Utrecht. Stamps are not required.