

2024 Checklist

With this checklist we try to communicate all possible income tax relevant items in this first page and get into a bit more detail on certain less common subjects in the second page. Items that are not relevant for you can just be ignored.

For general information, we will separately provide a simple draft **info sheet** (.xls) to fill out. The completed checklist and other relevant documents listed in this checklist can be uploaded into your client portal (secure). Feel free to contact us in case you have any questions

General information

Personal details:

- your name, BSN and date of birth
- do you have a partner and/or children?
- name(s), BSN(s) and date(s) of birth
- If the situation changed in 2024 (marriage, cohabiting, birth of a child, divorce, disease), please indicate and provide relevant dates.

Residency information:

- where did you live (addresses), where did your family live and if your residency situation changed in 2024, please indicate and provide relevant dates (move and registration).

Box 1 – income from work

If you received any Dutch or non-Dutch income related to work (employment, freelance, entrepreneuring income, tips, bonus, stock options, stock plan, RSU, social security income, pension, income insurance payout) please upload the following your details into your client portal:

- annual 2024 salary statement(s)
- other annual 2024 income overview(s)
- 2024 Results + Profit & Loss account

Note that: if you live abroad and worked in the Netherlands or if you lived in the Netherlands and physically performed (part of) your work abroad (other than normal business trips), please take note of the additional information on page 2. This also may apply to bonus payments, RSU's, stock option plans severance pay etc.

Box 1 – income from principal residence

If you owned the house in which you lived in 2024, please provide the following information:

- WOZ value - waardepeildatum 1/1/2023 (*City tax bill*)
- 2024 Annual mortgage overview (*from mortgage provider*)
- Land lease fees paid in 2024 (Erfpacht canon - only if applicable)

Purchase / Sale / Move out / Renovate / Re-finance

In case of purchase in 2024, sale and/or moving out of the property in 2024, 2023, 2022 or 2021 (bijleenregeling) and/or in case of built or renovation and/or refinancing in 2024 more info is required. Please check page 2.

Box 1 – income insurance premiums/life annuity for pension purposes

If you paid premiums into a qualifying disability insurance plan in 2024, and or if you paid premiums into a qualifying life annuity plan with purpose of pension built up in 2024, please share:

- a copy of the annual statement with plan name and premiums paid in 2024

Box 2 – substantial interest

If you owned 5% < of the shares of a Limited structured company, please read the details in page 2. Also provide the:

- registered name of the company
- RSIN (tax registration number).

Box 3 – savings and investment income

If the value of your combined, worldwide wealth (with the exception of your principal residence + mortgage) on January 1, 2024 was more than € 57,000 per taxpayer (€ 114,000 for fiscal partners), Box 3 reporting is required for Box 3 tax calculation. In that case we kindly request you to provide us with information regarding your wealth on **Jan 1, 2024:**

- balance(s) of your cash, current/savings accounts and your share in VVE (association of apartment owners)
- value(s) of your investments: stocks, shares, stock plans, vested RSU's, gold and other commodities, crypto, properties (not the principal residence), claims and other investments.
- value of debts/loans

If you own property (also outside of the Netherlands) please check page 2.

Personal deductions (for resident taxpayers only)

Certain expenses can lead to a personal deduction in the Dutch income tax return of a resident taxpayer. Deduction may apply in case you:

1. donated to a Dutch government approved charity organization (ANBI registered) – normal or formally agreed periodical donations (5 years + via contract / notary)
2. had medical expenses (not being insurance premiums) that were not covered under the medical insurance. Note that own risk is covered but not paid out, so not considered.
3. paid alimony to an ex-partner (based on divorce contract or Court decision)

If you had such expenses, please read the details in page 2.

Other

Please inform us and provide information and/or copies of documentation in case you:

- paid/received income tax up front (monthly refund) on basis of a provisional 2024 assessment **Voorlopige Aanslag**
- participated in a Trust
- have the 30% ruling
- have an A1 declaration (for social security)
- are a US national or Greencard Holder

More detailed information



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Box 1 - Income from work

Base rule on Dutch taxation on income

As a resident taxpayer of the Netherlands, you are taxable in the Netherlands on your worldwide income.

As a non-resident taxpayer of the Netherlands, you are taxable on Dutch source income.

Based on Tax Treaties, sometimes the country in which you perform your work may tax the income that relates to the work that was physically performed in the other country (worked days). In general that may apply in case:

1. you are on a payroll in the other country and/or;
2. costs of your employment are cross charged to and paid by or on behalf of an entity in the other country and/or;
3. you worked or stayed in the other country for more than 183 days in a calendar year or tax year or 12 month period that starts or ends in the Dutch tax year.

Income from work that was performed physically outside of the Netherlands

In cases where another country may levy income tax, in general more detailed information is required:

- monthly payslips (Jan-Dec 2024)
- reference periods for bonuses
- RSU's or stock option plans + vesting schemes
- severance payment + details on work history

Box 1 - Principal residence

Purchase and/or renovation of principal residence

Finance costs related to a principal residence loan can be deducted in the income tax return. In case of purchase or sale of the principal residence, please share the following documents:

- Notary settlement invoice(s) * Nota van aankoop/verkoop
- Invoice financial advisor (who arranged the mortgage)
- Appraisal fee (from realtor) * Taxatie nota
- Translation fee (only mortgage part)
- Proof of building/renovation expenses paid. In case of a "building depot" which was not fully spent after 6 months, please also share an overview of payments made from the building depot.

Sale or moving out of the principal residence

If you move out of your house and it is on the sale market (from the moment that you moved out) or you moved out because of a divorce, or you temporarily moved out (and left it empty at your disposal) it is possible that it can still be reported as your (former) principal residence. If a third party starts using the house it will be considered as an investment property (in Box 3). If you moved out of your house we will reach out to discuss the details.

In case of sale of your principal residence, please upload the following data:

- copy of the notary settlement invoice(s) * Nota van verkoop
- copies of other documents regarding costs or sale

Box 2 – Substantial interest

Reporting substantial interest

If you own substantial interest (5%+ of the shares in a company), the following details need to be reported:

- total number of shares
- number of shares owned by you
- value per share at acquisition

If applicable also provide documentation regarding:

- dividend income and/or
- capital gain/loss (in case of sale or liquidation)

If you received interest from a BV in which you hold more than 5% of the shares, please indicate. Such receivable interest will be partly considered as income in Box 1.

Box 3 – Income from property

In case you owned investment property, which you may have rented out, please upload the following information:

- Address of the property (including Country)
- Value per unit (WOZ- or economica value!)
- Info on loans per unit (+ reference to property)
- Rental income per month per property
- Rental contract(s)

Personal deductions (for resident taxpayers only)

Charitable donations

Please provide the following details:

- name or the charitable organization
- amount that you donated (per organization) + supporting proof (receipts / bank statements showing payment)

In case of periodical donation:

- notary deed / contract and reference number of your donation 1= supporting proof of payment (receipts / bank statements showing payment).

Medical expenses

For medical expenses a (substantial) progressive income based threshold applies. Please share an estimation of the amount of your expenses + what the expenses were paid for, so that we can determine and show if there will be a deduction.

Other

A provisional tax refund - **Voorlopige teruggaaf** and a provisional assessment – **Voorlopige Aanslag** are estimated, up front financial settlements of the expected results of an income tax return. If too much is paid or received, the difference will be settled after the income tax return is filed and the final assessment is issued.