

## Checklist working in the Netherlands

Adjusting to a new country, a new job and a new environment means you have to take care of a lot of things simultaneously. Middle Point has extensive experience in providing support and information during the relocation process of its employees. Because of this experience Middle Point is able to handle the adjustment process efficiently and effectively, allowing you to focus on your new job and life.

In this document you will find useful information about working in the Netherlands.

### 1. Necessary to bring

- Valid passport or EU identification card;
- Valid driver's license;
- Extract from the municipal population register including 'apostille' (place where you are registered);
- Certificate of birth including 'apostille';
- Knowledge Migrants, please see our website's toolbox for additional required documents.

An 'apostille' is a form of authentication issued to documents by your local government.

Make sure to bring good quality copies in print and digital form.

We also advise you to bring sufficient funds, as you will receive your first pay check after the first month of work. Please contact your Middle Point consultant for an estimate of the costs for necessities such as accommodation, food, drinks etc.

### 2. Bank account (bankrekening)

In order to open up a Dutch bank account you will need to make an appointment and bring the following documents:

- Signed employment contract;
- Social security number (SOFI / BSN);
- Valid passport or EU identification card.

We recommend ABN AMRO Bank as they offer on-line banking in English.

[www.abnamro.nl/en/personal/index.html](http://www.abnamro.nl/en/personal/index.html)

### 3. Telephone (telefoon)

To start off we recommend that you get a prepaid contract which you can find in most supermarkets. When you are settled you can opt to have a regular contract phone. More info on our 'checklist living in the Netherlands'

### 4. Salary (salaris)

In the Netherlands we always speak about gross salary, so before any tax is deducted. In order to calculate your net salary you can use the following online tool at

[www.raet.nl/proforma/proflite.asp](http://www.raet.nl/proforma/proflite.asp). Enter your gross salary in the 1st box 'Salaris per periode' en then hit the button 'bereken'. The outcome is the approximate net salary. When you are eligible for the 30% ruling the outcome will be different. Your Middle Point consultant can tell you more about this.

## Checklist working in the Netherlands

### 5. Partner and/or family

Of course you would like your loved ones to join as soon as possible, but experience has taught us that it's best to start off on your own. We advise to settle down for at least two months before you bring your family over. You will need this period to get to arrange certain things such as suitable accommodation before you bring your family over.

### 6. Taxes (belasting)

Everybody pays taxes, but in most cases you are entitled to a tax refund at the end of the tax year. The amount depends on your individual situation. If you submit the application forms before the 1<sup>st</sup> of April, you should get the refund around June/July.

For more info and tax declaration please check

<http://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/individuals/> or call +31 55 5 385 385 from abroad and 0800-0543 when in the Netherlands.

30% reimbursement ruling (the 30% ruling): The 30% ruling is a special tax advantage for foreign employees working in the Netherlands. If a number of conditions are met, the employer is allowed to grant a tax free allowance amounting to 30% times 100/70 of the gross salary subject to Dutch payroll tax. Please see our website's toolbox for more information on this topic.

### 7. Social Security (sociale zekerheden)

Please see our website's toolbox for the social security survey of the Netherlands 2012.

If you have any additional questions/doubts, feel free to contact us via +31-(0)20-717 3626 or [info@middlepoint.nl](mailto:info@middlepoint.nl).