

Name of employer _____

Employee number (to be provided by Felixx.® loon) _____

Personal Data

Last name _____

Full initials _____

Full prefixes _____

Given name _____

Street and house number _____

Postal code and place of residence _____

Date of birth _____

Citizen service number (BSN) _____

Nationality _____

Gender Male Female Neutral

Marital status Married Single Cohabiting

Mobile number (private) _____

Email address (private) _____

Email address (work) _____

Full name of partner _____

Account details

IBAN _____

Income tax applied

Apply income tax credit Yes No Start date: _____

Signature for income tax credit* _____

Country of residence _____

Car details

Company car Yes No

Licence plate number _____

Does the employee use the car for private journeys? Yes No

Declaration "Company car not for private use" provided Yes No

Personal contribution lease car Yes No

€ _____ Per month

Salary details

Gross salary per month € _____ FT PT

Gross salary per hour € _____ Per hour
(specify if employee is paid by the hour or an on-call worker)

Contract details

Start date contract	_____	Definite	Indefinite
End date contract definite period of time	_____		
Signed contract present	Yes	No	
Number of contractual hours	_____		
Hours per day	Mo: _____	Tu: _____	We: _____ Th: _____
	Fr: _____	Sa: _____	Su: _____
Department	_____		
Function and function group in accordance with CLA [Collective Labour Agreement] (if applicable)	_____		
In-service training - contractual hours including/excluding school hours	Including	Exclusive	
	Number of hours of school per week _____		

Reservations

Pay holiday allowance directly?	Yes	No
Pay for hours of holiday directly?	Yes	No
Registration of hours of holiday (or days) on payslip?	Yes	No
Time for time registration?	Yes	No
Number of holidays per year on a full-time basis?	_____	

Other data

Travel expenses	€	_____
Reimbursement of expenses	€	_____
Description of type of reimbursement of expenses	_____	
Telephone costs	€	_____
Additional tax/deduction meals per day	€	_____
Proof of ID*	Yes	No (seen, approved and copy present)
Data form template for income tax	Yes	No (completed in full and signed)

Particulars

Did or does the employee receive unemployment benefits or other social welfare benefits prior to the employment?	Yes	No
Does the employee have the status of “unable to work”?**	Yes	No
If yes, is a target group statement available?	Yes	No

* If a signature is missing in the income tax section, then the entire statement regarding income tax must be completed in full and signed. This statement can be found on our website www.felixxwerkt.nl or on the www.belastingdienst.nl website. You must also make a copy of the proof of ID for each employee. This may be a passport or a municipal identity card. You must make a copy of both sides of the municipal identity card. For this purpose, a driving licence is not acceptable.

** Definition “unable to work”: (WIA [Dutch Law on Work and Income in Accordance with Capacity for Work] / WAO [Dutch Law on Invalidity Insurance] / Wajong [Dutch Law on Invalidity Benefit for Young Persons] / WAZ [Dutch Law on Invalidity benefit for self-employed persons], or others)?