



Frequently asked questions about the online collective wage sheet

1 I do not remember my username / password.

If you do not remember your username and/or password, you can contact Michèle Knuf at +599701-6927 or verzamelloonstaat@belastingdienst-cn.nl

2 How do I submit my collective wage sheet (verzamelloonstaat)?

To submit your collective wage sheet, you go to <https://mijn.belastingdienst-cn.nl>, and log in with your username and password. You then follow the steps as described in the manual which can be found on the website.

3 How do I import my payroll export?

To import your payroll export directly into the program, you go to the task 'bestand inlezen' (read file). Your export has to be in CVS format and should comply with a number of criteria. The specifications for these can be found on <http://www.belastingdienst-cn.nl/bcn/nl/zakelijk/vanaf-belastingjaar-2011/loonbelasting/online-verzamelloonstaat>

4 My payroll export cannot be imported correctly, what should I do?

You should contact your payroll software supplier. The specs can be found on: <http://www.belastingdienst-cn.nl/bcn/nl/zakelijk/vanaf-belastingjaar-2011/loonbelasting/online-verzamelloonstaat>

5 Where can I find my acknowledgement of receipt?

Your acknowledgement of receipt can be found in the left tab under 'versieoverzicht' (version overview).

6 Until which date can I submit my verzamelloonstaat?

You can submit your collective wage sheet till **August 31st, 2012**. The Inspector may impose a fine in case you submit your collective wage sheet after this date.

7 How can I correct error messages?

You can correct error messages by clicking on the pencil icon at the concerning field which the error message refers to.

8 Can I start all over?

You can start all over by clicking 'alles verwijderen' (delete all) at the right tab.

9 What happens if my verzamelloonstaat submittal is late?

If your verzamelloonstaat submittal is late, the Inspector may impose a fine for a maximum of USD 2.800, according to section 8.24 paragraph 1 of the Formal Taxation Law BES (Formeel Belastingwet BES).

10 If I have a tax question regarding content, where can I go?

In case you have a tax question regarding content, you can contact Michèle Knuf at +599701-6927 or verzamelloonstaat@belastingdienst-cn.nl

11 How do I submit a payment to third parties?

A payment to third parties can be submitted by clicking on the left tab 'Derden/contractors' (Third parties/contractors). You go to the concerning person or company and click on the pencil icon, after which you will receive the option to submit a payment.