



Quick Reference Card Online Collective Wage Sheet (Verzamelloonstaat - VZLS)

The screenshot shows the 'Mijn verzamelloonstaten' page. It includes a left sidebar with navigation options like 'Werknemers' and 'Anonieme werknemers'. The main area displays 'Werkgever informatie' for a company named 'Kaya De Fernandes'. A 'Mijn taken' (My tasks) menu is visible on the right, listing actions like 'Werknemer opvoeren' and 'Verzamelloonstaat indienen'. Red arrows highlight the navigation bar, the 'Mijn taken' menu, and the 'Werknemers' link in the sidebar.

Navigations

Navigation 1: general information leading you to your VZLS:

- start up;
- consult the manual;
- general information.

Navigation 2: links with tasks for the completion of data

- enter data of the company;
- update employers' information;
- submit and withdraw declaration tax return.

Navigation 3: guides you through tax return entries:

- overviews of previously entered data;
- make changes with the help of symbols.

Tips

Online Collective Wage Sheet help symbols:

These symbols indicate what you can do. They also indicate whether there are still entries that require extra attention.

The red flags in navigation 3 indicate which company entries are incomplete or incorrect.

Mandatory fields:

The fields with a star in front are mandatory; make sure these are always filled in.

Security:

Make sure that you ALWAYS log off when you are finished entering data in the Online Collective Wage Sheet.

Online VZLS hulpsymbolen



Warning findings



Update data



error findings



Delete / remove



Warning



Trash can contains item / opening



error



Information findings