



Caribisch Nederland  
Belastingdienst

## User Manual

Belastingdienst Caribisch Nederland

### Online Collective Wage Sheet

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# Introduction

According to the Belastingwet BES (Taxation Law BES) in the month of January all who have a duty to keep an administration will have to submit a declaration to the inspector concerning the persons who have been employed by the company in the past year, including directors, members of the supervisory board and persons, which do not work in another manner than based on provision. In the same month the company should also submit a declaration concerning third parties, which in the past year, other than under employment, have executed activities and services for the company. In the event the company does not, not timely or not completely submit the declaration as meant above, this will constitute an omission for which the inspector can give him/her a penalty. For more detailed information concerning the declaration obligations of the company with the duty to keep an administration, we do refer you to section 8.87 of the Taxation Law BES (Belastingwet BES).

## For whom

According to the Belastingwet BES companies with the duty to keep an administration are:

- a. natural persons who have a company or execute a profession,
- b. natural persons who are withholding agents,
- c. entities.

For more detailed explanation and requirements concerning the administration obligation we refer you amongst others to section 8.86 of the Taxation Law BES (Belastingwet BES).

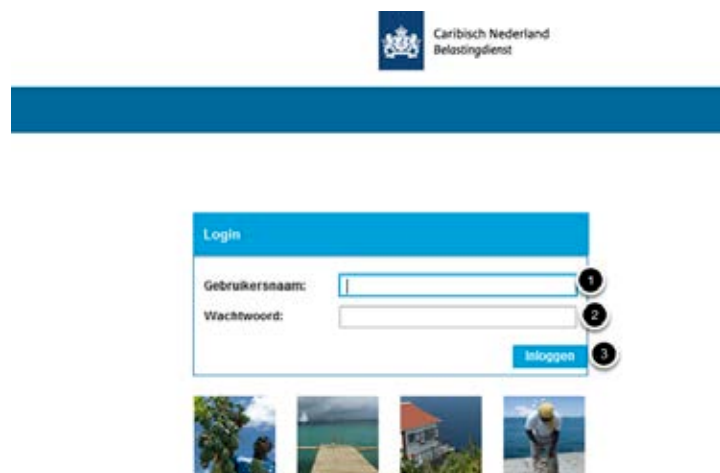
## Submit a declaration at the Belastingdienst Caribisch Nederland

Belastingdienst Caribisch Nederland has developed an online Collective Wage Sheet Wizard BES (Verzamelloonstaat Wizard BES) for the submission of the declaration of employees and non-employees. This Wizard, as of the return for 2011, will replace the (offline) Collective Wage Sheet Wizard from the Inspector of Taxes N.A. (Inspectie der Belastingen N.A.), which has been used until now. By means of this Wizard the employer can submit a Collective Wage Sheet in a simple manner. Hereby certain revisions are executed in order to give the employers as much feedback as possible concerning complications when processing the collective wage sheet. The new Collective Wage Sheet Wizard BES is available on the website of the Belastingdienst via a secured portal. Submission of the Collective Wage Sheet, and possible corrections on this, happens completely online. Via the portal and the Wizard, the employer can also review the online status information concerning the processing of submitted Collective Wage Sheets.

For questions concerning this process, the access to the portal, the use of the online Collective Wage Sheet Wizard BES or for an example of a correct csv file which can be read, please contact us via [verzamelloonstaat@belastingdienst-cn.nl](mailto:verzamelloonstaat@belastingdienst-cn.nl)

## 1.1 Logging in

You can log in by using a username and password. These are personal, for each user, and assigned by BCN.



After starting up the Application, the user can log in as follows:

- 1) Fill out the Username, as handed out to the employer by BCN,
- 2) Fill out the Password, this is also handed out to the employer by BCN, and
- 3) Click on Log In



After you have logged in the Wizard will ask you to choose a new password. You do this by entering the password which you received from the Belastingdienst (and which you just used to log in) in the **oud wachtwoord** field. After that you enter the desired password in the **nieuw wachtwoord** field and enter it once again in the **nieuw wachtwoord herhaling** field. You subsequently click on 'Wachtwoord wijzigen'.

#### Important!

The password which you chose must be at least 8 characters long and contain at least one capital, one number and one symbol (!@#\$%^&\*). After failing to log in twice your username will be blocked automatically. In this case you should submit a reset request to the Belastingdienst.

## 1.2 Declaration employment- Collective Wage Sheet

In order to submit a new collective wage sheet for a certain tax year you should first create a new collective wage sheet file.

This can be done in the 'Verzamelloonstaat dossier' tab with the task **Opgave dienstbetrekkingen-Verzamelloonstaat (2)** in the **Mijn taken** task box.

The first step of this task is to indicate for which tax year the Collective Wage Sheet will be submitted. This can be done by filling out the year at **Belastingjaar**. It is important to keep in mind here that the collective wage sheet always relates to the previous year, so therefore it is not possible to enter a year in the future. The application will show a blocking message here.

During the second step the address information of the company has to be filled out.

By clicking on **Volgende** the Collective Wage File will be made.



## 1.3 Read File

Employees and third parties do not necessarily have to be entered individually. They can also be imported into a collective wage sheet file so-called in bulk via one or more CSV file(s).

**More information about the CSV file and particularly the requirements which it should meet to actually be able to import the data, can be found in Appendix A - Toelichting gegevensset.**

To read a CSV file, the task **Bestand inlezen** (1) can be activated.

The screenshot shows the 'Mijn verzameloostaten' interface. On the left, there's a sidebar with 'Verkeerder informatie' and 'Verkeerder informatie' tabs. The main area displays company details like 'Beleestingsjaar: 2011', 'CRB Nummer: 303015251', 'Bedrijfsnaam: Bedrijf2', 'Straatnaam: Kaya Akmaar', 'Huisnummer: 23', 'Wijknaam:', 'Woonplaats: Kralendijk', 'Land: n', and 'Eiland: 3 - Bonaire'. On the right, the 'Mijn taken' sidebar lists various tasks, with 'Bestand inlezen' highlighted by a red circle and a '1'.

In the File read screen the CSV file can be uploaded by clicking on **Uploaden** (1) and by selecting the correct file.

The screenshot shows the 'Bestand inlezen' screen. It includes a 'Reset' and 'Annuleren' button. Below, the 'Upload bestand' section contains a message: '1. Belangrijk: U mag alleen csv bestanden uploaden/inlezen die maximaal 2MB groot zijn en voldoen aan de door Belastingdienst CV vastgestelde eisen en voorwaarden. Voor meer informatie verwijzen wij naar het document Toelichting op de verzameloostaten gegevensset die u op het informatieblad van deze applicatie kunt terugvinden.' Below this is a file upload area with a text box 'Upload bestand: \*' and a 'Bladeren' button, both highlighted with a red circle and a '1'. Below that is a 'Volgende' button highlighted with a red circle and a '2'.

By clicking on **Volgende** (2) the type and the structure of the file which is to be imported, is checked.

If the file does not meet the set requirements, an error notification screen will be displayed. This will indicate which lines of the CSV file contain the errors (1, below) and the user will have to check the contents of the file or should contact the person or agency which provides the file. In this respect each field should be configured in accordance with Appendix A. No data is required in the mandatory fields, however the fields should be present and the date fields for instance should be included in the file in the right way.

The screenshot shows the 'Bestand inlezen' screen with an error message. It includes a 'Reset' and 'Annuleren' button. Below, the 'Fouten in numerieke gedeelte' section contains a message: '1. Er zijn fouten aangetroffen bij het inlezen van dit bestand, gelieve deze te corrigeren en opnieuw te proberen. Klik op volgende om terug te keren naar uw verzameloostaat.' Below this is a text box 'De fouten bevinden zich in de volgende regel(s):' with the value '2', highlighted with a red circle and a '1'. Below that are 'Vorige' and 'Volgende' buttons, with 'Volgende' highlighted by a red circle and a '2'.

When the application recognizes the CSV file and it can be imported correctly, the screen below will be displayed. The result of the check and an overview of the contents (1) of the file will be displayed here.



Bestand inlezen

Reset Aanpak

Resultaat initiële controle

**i** Het gekozen CSV bestand is gecontroleerd en kan verwerkt worden.

Aantal regels in het bestand:	23
Aantal werknemers in het bestand:	8
Aantal anonieme werknemers in het bestand:	0
Aantal dienstverbanden in het bestand:	14
Aantal derden/contractors in het bestand:	0
Aantal betalingen in het bestand:	0

**i** Klik op Afsluiten om het inlezen van de regels uit het CSV bestand te starten.

Zolang de regels uit het bestand ingelezen worden, zal er een melding in het scherm getoond worden en zullen alle huidige taken verborgen worden. Afhankelijk van de grootte van het bestand kan dit proces enkele minuten tot minuten duren.

U kunt de voortgang van dit proces controleren met de taak **Schermbijwerken**. Wanneer alle regels succesvol ingelezen zijn zal de melding in het scherm verdwijnen na het uitvoeren van deze taak en zullen de gebruikelijke taken weer beschikbaar worden.

Vorige Afsluiten

It is important that saving the lines of the CSV file and the validation of all data contained in the file continue to take place in the background in the application.

Depending on the size and quality of the data this may take up to several minutes. Until all lines from the file are copied into the collective wage sheet file and the contents have been validated, tasks will be suppressed.

During the import and validation, a clear notification will appear, both in the collective wage sheet file and the file overview, saying that the CSV file is (still) being imported at that moment:

**!** Bestand wordt ingelezen. Klik op de taak "Schermbijwerken" aan de rechterkant om te controleren als het inlezen afgerond is.

To check whether the process of the import and validation of the data has been completed, one can go back to the file overview and/or reopen the file concerned from there.

Within the file one can do the same with the task **Schermbijwerken** (1).

When the process of copying the lines has been completed, the red notification will disappear and the user will have access again to the 'familiar' tasks (after executing the actions above).

The imported data are also visible in the various panels, like for example the 'werknemers overzicht' (1).

Werknemers

Anonieme werknemers

Derden/contractors

Versies overzicht

Werkgever informatie

Werknemers

Sedulanummer:

CRB Nummer:

Achternaam:

Beroep:

Filtreren

1 out of 8 results

Sedulanummer	CRB Nummer	Achternaam	Beroep

werknemer opvoeren

Derde opvoeren

Bestand inlezen

Alles verwijderen

Inzetten

Verzamelen/ontstaat

indienen

Werkgever info

toewijzen

Schermbijwerken

## 1.4 Filling out employee

The employer should indicate in the Collective Wage Sheet all persons from whom loonbelasting is charged. There are three types of persons for whom the employer can pay loonbelasting.

- *Employee (Werknemer)*, this is the person who is employed by the company.
- *Anonymous employee (Anonieme werknemer)*, this is the person who is employed by the company but of the employer does not have identification documents of this.
- *Third party (Derde)*, this is a company which or an individual who invoices the employer (contractor).

These persons should be entered out separately. To fill out an employee, the task **Werknemer opvoeren** (1) should be activated.

In the Werknemer fill out screen the following data is requested:

- *Persoonsgegevens werknemer* (Personal information employee).
- *Burgerlijke staat* (Civil status), when **Ongehuwd** (Single) is filled out, the questions concerning partner will be skipped.
- *Loongegevens*.
- *Loonbelasting*.
- *Dienstverband toevoegen* (Add employment), when yes is selected here, you will be directed directly to the screen to add employment as described in 5.5. *Dienstverband opvoeren* (Add employment).
- *Afronden* (Finalize), by clicking here the employee can be registered in the collective wage sheet.



## 1.5 Adding an Anonymous Employee

An Anonymous Employee is an Employee who is employed by the Employer, but from whom the Employer does not have identity information or does not know which other paid activities the Employee also executes.

To fill out an Anonymous Employee, the task **Anonieme werknemer opvoeren** (1) has to be activated.

The screenshot shows the 'Mijn taken' (My tasks) menu on the right side of the interface. The task 'Anonieme werknemer opvoeren' is highlighted with a red circle and a '1'. The main part of the screen shows the 'Werkgever informatie' (Employer information) form, which includes fields for 'Belastingjaar' (Tax year), 'CRB Nummer' (CRB number), 'Kantelnaam' (Trade name), 'Straatnaam' (Street name), 'Huisnummer' (House number), 'Wijknaam' (Neighborhood name), 'Woonplaats' (Place of residence), 'Land' (Country), and 'Eiland' (Island).

When filling out of the Anonymous Employee information, basically the same information is requested as described in 5.2 *Filling out Employee* whereby a number of fields are not mandatory.

The screenshot shows the 'Anonieme werknemer opvoeren' (Add anonymous employee) form. The form is divided into several sections:

- Anonieme werknemer**: A section with a red circle and a '1' next to it, containing a note: 'Dit is informatie over een bepaalde werknemer (en zijn dienstverband) die (vooral nog) geen persoonlijke gegevens/werkgeversverklaring aan u (de werkgever) heeft verstrekt maar van wie wel loonbelasting is ingehouden.' Below this is the 'Persoonsgegevens (anonieme) werknemer' section with fields for 'CRB Nummer', 'Sedatnummer', 'Achternaam', 'Voornaam en initialen', 'Geboortedatum', 'Straatnaam', 'Huisnummer', 'Wijknaam', 'Woonplaats', 'Land', 'Eiland', and 'Burgerlijke staat'.
- Loon gegevens**: A section with a red circle and a '1' next to it, containing a note: 'Loon gegevens: Alle bedragen dienen op hele dollars, in uw voordeel, afgerond te worden. Punten zullen door de applicatie genegeerd worden.' Below this are fields for 'Beroep', 'Loon', 'Verzuimkosten forfait', 'Werknemersdeel pensioenpremie', and 'Forfaitaire aftek.vrijfond.'.
- Dienstverband toevoegen**: A section with a red circle and a '1' next to it, containing a note: 'Wilt u een dienstverband toevoegen?'. Below this are radio buttons for 'Ja' and 'Nee'.

The 'Anonieme werknemer opvoeren' task is highlighted with a red circle and a '1' in the 'Mijn taken' menu on the right side of the interface.









## 1.6 Filling out Employment – Employee & Anonymous Employee

Registering the Employment of Employees and Anonymous Employees proceeds in an identical way. This can be done immediately after filling out by answering **Ja** on the question *Wilt u een dienstverband toevoegen?*

However, this could also be done at a later stage via the Employee line.

Via the **Werknemers** or **Anonieme werknemers**-panel (1) Employees can be reviewed. When the Employment has not yet been added for the Employee, notifications will appear in front of the concerning line (2). To add an Employment you should click on the pencil icon (3).

By clicking on the Pencil icon the pop-up here below will appear.

By default this will display the 'Werknemer wijzigen' option. However, here one should choose **Dienstverband toevoegen** (1) to enter an employment of the Employee.

Werknemer wijzigen

In the next screen can be indicated when an Employee has been employed (1) and if it is relevant also when he/she has left the Employment (2).

There will also be asked if another Employment has to be filled out (3).

In the **Werknemers** panel now the connected Employment (1) is stated.

Handelsnaam 001.22388357.2012

Actief Inactief

Dossier eigenschappen

Werknemers

Adressen werknemers

Derdencontractants

Versies overzicht

Werkgever informatie

Sedulanummer:

CRB Nummer:

Achternaam:

Beroep:

Filtrees

1 out of 5 results

ID	Sedulanummer	Datum in dienst	Datum uit dienst
179948	1970010101	01-01-2000	
179949		01-01-2000	

Mijn taken

- Werknemer opvoeren
- Anonieme werknemer opvoeren
- Derde opvoeren
- Bestand inlezen
- Alles verwijderen
- Invoeren
- Verzameloostaat inlezen
- Werkgever info bijwerken
- Gedownload versies

## 1.7 Filling out third party

A third party is a person who or a company which has executed services for the Employer, but does not appear on the payroll. This third party will send invoices to the Employer itself.

A third party can be filled out by clicking on the task **Derde opvoeren** (1).

Informatie Verzameltoestand

Mijn verzameloostaten

Actief Inactief

Werkgever informatie

Beleestingsjaar: 2011

CRB Nummer: 303015251

Handelsnaam: Bedrijf2

Straatnaam: Kaya Akmaat

Huisnummer: 23

Wijknaam:

Woonplaats: Kralendijk

Land: n

Eiland: 3 - Bonaire

Mijn taken

- Werknemer opvoeren
- Anonieme werknemer opvoeren
- Derde opvoeren
- Bestand inlezen
- Alles verwijderen
- Invoeren
- Verzameloostaat inlezen
- Werkgever info bijwerken

In principle entering third-party data is done as described in 1.4 Filling out employee, however in this case several personal details are not mandatory and several fields do not apply. The data which do not apply are therefore not asked, see next page.

**Derde opvoeren**

**Derde**

**1** Dit is informatie over een derde (partij), dus een verkoper die geen dienstverband heeft met de werkgever maar een contractor die werkzaamheden of diensten aan de werkgever heeft geleverd waarvoor de werkgever een vergoeding heeft betaald.

In geval van een natuurlijk persoon is het verplicht om het Sedula nummer op te geven.  
Bij een niet natuurlijk persoon dient het CRIB nummer verplicht opgegeven te worden.

Persoonsgegevens derde/contractor

CRIB Nummer:

Sedula nummer:

(Achternaam: \*

Voornaam en initialen:

Geboortedatum:

Straatnaam: \*

Huisnummer: \*

Wijknaam:

Woonplaats: \*

Land: \*

Staat: \*

**2** Beroep

Beroep:

**3** Betaling toevoegen

Wilt u een betaling opvoeren? \* ☒ Ja ☐ Nee

**Afronden**

**Bij taken**

- Werkgever opvoeren
- Anonime werkgever opvoeren
- Derde opvoeren
- Bestand kiezen
- Alles verwijderen
- Inbrengen
- Verzamelsomstaat indienen
- Werkgever info bijwerken

Within the **Derden/contractors** panel (1) filled out third parties can be viewed. A line has been created per third party (2). It is also possible to filter by specific criteria (3).

**Handelsnaam 001.2238835/ 2012**

**Derden/contractors**

Sedula nummer:

CRIB Nummer:

(Achter)naam:

Beroep:

**Filteren**

Sedula nummer	CRIB Nummer	(Achter)naam	Beroep
1960012101	116555433	Achternaam 001	
1960012102	123833408	Achternaam 002	
1960012103	127143603	Achternaam 003	
1960012104	132827609	Achternaam 004	
1960012105	133273222	Achternaam 005	
1960012106	134432564	Achternaam 006	

Items per pagina: 25

**Bij taken**

- Werkgever opvoeren
- Anonime werkgever opvoeren
- Derde opvoeren
- Bestand kiezen
- Alles verwijderen
- Inbrengen
- Verzamelsomstaat indienen
- Werkgever info bijwerken
- Scherm versieren

By clicking on one of the data in the table, the data of the third party/contractor will be displayed.

Payments made to this third party can be displayed and viewed by clicking on the blue arrow at the beginning of the line.



In case of (error) notifications a flag is displayed in the panel name; see example below (1). The notification list will also appear at the top of the screen (3). By clicking on the drop down arrow left of the notification (4) the user can see all notifications of this panel concerned (5).

In this specific example there are two notifications relating to the same person. These errors and notifications are corrected by entering the right CRIB number and by adding the payments which have been made to this person.

### Adding payment – Third party/ Contractor

Registering of a payment for third parties and contractors can be done immediately after filling out, by answering **Ja** on the question *Wilt u een betaling toevoegen?*

However, this can be done at a later stage as well via the third party/contractor line.

To connect a payment to the third party this can be done via the **Derden/ contractors** - panel (1) by clicking on the Pencil icon (2) of the concerning third party.

Because of this the pop-up here below will appear. By selecting **Betaling aan deze derde toevoegen** (1) a payment will be connected to a third party.

Derde wijzigen

Wat wilt u doen?

Wat wilt u doen?: \*

☐ Derde/contractor wijzigen

☒ Betaling aan deze derde toevoegen (1)

Reset Annuleren

Volgende



In the following screen, the date (1) and the amount paid (2) to the third party should be noted. As an extra option the executed activities/ and or given services can be noted (3).

There will also be asked if you want to fill out another payment (4).

By clicking on **Afronden** the connection will be finalized.

The payment will now be registered (2) in the **Derden/contractors panel** (1) under the third party or contractor concerned.

By clicking on the drop down arrow (3) the payment will be displayed or hidden.

## 1.8 Submitting Collective Wage sheet

When a user has filled out all data, he/she can submit the Collective Wage Sheet to BCN by activating the task **Verzamelloonstaat indienen** (1).

Immediately when the user decides to submit the collective wage sheet this will be submitted to BCN. The date on which the user clicks on **Afronden** on the task Collective Wage Sheet's screen, will be the date registered as the date of submission to BCN. Afterwards it is possible to take the version back and make corrections; however the user needs to be aware that BCN can see all versions which have been submitted.

*It is also possible to submit the collective wage sheet with notifications. The application will not obstruct the submission because of the notifications; however these notifications can have consequences for processing the return at BCN. An incorrectly filled out collective wage sheet may have penalties as a consequence.*

By activating the task **Verzamelloonstaat indienen** you will go to the next screen. Here has to be indicated whom the user is, by answering the question **Wie bent u?** (1).

The user can choose between:

- Intermediary/Representative.
- Employer itself.

Before finalizing the submission the Application will draw the user's attention to a compact summary (1) of the Collective wage sheet and the notification (2) that the user is about to submit this version.

By clicking on **Afronden** this version will be submitted. Next the Application navigates the user to the **Versies overzicht** (1) panel, where the version is stated under the status **Ingediend** (2).

Also the task **Correctie en- of aanvulling** (3) is now available. Herein the user can make a new version with corrections and additions.





## 1.9 Update employer information

When the information of the employer has changed, this can be updated by activating the task **Werkgever info bijwerken** (1).

The screenshot shows the 'Werkgever info bijwerken' task in the application. The left sidebar contains a menu with 'Werknemers' and 'Anonieme werknemers' highlighted. The main area displays the 'Werkgever informatie' form with fields for 'Belastingjaar', 'CRIB Nummer', 'Handelsnaam', 'Straatnaam', 'Huisnummer', 'Wijknaam', 'Woonplaats', 'Land', and 'Eiland'. The right sidebar shows a list of tasks, with 'Werkgever info bijwerken' highlighted and marked with a red circle and the number 1.

In this task all data, except the CRIB number, can be changed. As the screen appears before clicking on **Afronden**, the data will be saved in the Application.

The screenshot shows the 'Werkgever info bijwerken' form before clicking the 'Afronden' button. The form contains fields for 'Handelsnaam', 'CRIB Nummer', 'Straatnaam', 'Huisnummer', 'Wijknaam', 'Woonplaats', 'Land', and 'Eiland'. The 'Afronden' button is visible at the bottom right. The right sidebar shows a list of tasks, with 'Werkgever info bijwerken' highlighted.

## 1.10 Changing employee/ Anonymous employee

To change data of an employee or anonymous employee in a Collective Wage Sheet which has not yet been submitted, via the **Werknemers** or the **Anonieme werknemers** panel (1) can be navigated to the concerning employee. By clicking on the Pencil icon (2) you can choose to make changes.

The screenshot shows the 'Werknemers' panel in the application. The left sidebar contains a menu with 'Werknemers' and 'Anonieme werknemers' highlighted. The main area displays the 'Werknemers' form with fields for 'Sociëtnummer', 'CRIB nummer', 'Achternaam', and 'Beroep'. The right sidebar shows a list of tasks, with 'Werknemers' highlighted and marked with a red circle and the number 1. Below the form, there is a table of results with columns for 'Sociëtnummer', 'CRIB Nummer', 'Achternaam', and 'Beroep'. The table contains four rows of data. The last row is highlighted, and a red circle with the number 2 is placed over the Pencil icon in the action column.





The change screen will appear and in order to change employee data, the user should click on 'Afronden' without changing the default selected option (1, below).

Werknemer wijzigen

Wat wilt u doen?

Wat wilt u doen?: \*

☒ Werknemer wijzigen

☐ Dienstverband toevoegen

Volgende

Reset Afronden

By clicking on **Volgende** the current data will be shown.

These can be changed and will be saved when **Afronden** was clicked, where after the user will be navigated to the Collective Wage Sheet file.

Werknemer wijzigen

Opnieuw Afronden

Gegevens wijzigen

**1** Persoonsgegevens werknemer

CRB Nummer:

Sedulanummer: \*

Achternaam: \*

Voornaam en initialen: \*

Geboortedatum: \*  dd-mm-jj

Straatnaam: \*

Huisnummer: \*

Wijknaam:

Woonplaats: \*

Land: \*

Eiland: \*

Burgerlijke staat: \*

**1** Loon gegevens

Beroep:

Loon: \*

Verwervingskosten forfait:

Werknemers deel pensioenpremies:

Forfaitaire aftrek vdfonds:

Algemene belastingrijke som toegepast: \* ☐ Ja ☒ Nee

Ouderentoeslag toegepast: \* ☐ Ja ☒ Nee

AOV KWW verzekerd: \* ☐ Ja ☒ Nee

Verzekerd voor de werknemersverzekeringen: \* ☐ Ja ☒ Nee

Premie werknemersverzekeringen:

Verzekerd voor de zorgverzekering: \* ☐ Ja ☒ Nee

Premie zorgverzekering:

90-procent beschikking van toepassing: \* ☐ Ja ☒ Nee

Beschikking LB van toepassing: \* ☐ Ja ☒ Nee

Beslende bijdrage:

Nieuwwaarde auto:

Eigen bijdrage of freedo door wg ingehouden:

Onbelaste vergoedingen:

Kindertoeslag toegepast: \* ☒ Geen kindertoeslag toegepast ☐ Kindertoeslag toegepast - 1 kind ☐ Kindertoeslag toegepast - 2 of meer kinderen

**1** Loonbelasting

Ingehouden loonbelasting: \*

Vorige Afronden

**Mijn taken**

- Werknemer opvoeren
- Aankomende werknemer opvoeren
- Deinde opvoeren
- Bestand inlezen
- Alles verwijderen
- Afzetten
- Verzamelen toestaaf inlezen
- Verkeerder info bijwerken



## 1.11 Change employment

In order to change an employment, the (anonymous) employee panel should be opened. Subsequently the employment which is to be changed should be made visible by clicking on the arrow next to the person concerned (1). Now the data of the employment can be changed by clicking on the pencil (2) behind the right employment (2).

The screenshot shows the 'Verzameloostaat' portal interface. At the top, there are tabs for 'Informatie', 'Verzameloostaat', and 'Portaal gebruikersdossier'. Below these, there are links for 'Dossier zoeken' and 'Verzameloostaten'. The main content area is titled 'Handelsnaam 061-22388357-2012'. On the left, there is a sidebar with 'Dossier eigenschappen' and 'Werknemers' (with sub-links: 'Anonieme werknemers', 'Deelnemerscontractors', 'Versies overzicht', 'Werkgever informatie'). The main area shows a 'Werknemers' section with input fields for 'Sedulanummer', 'CRIB Nummer', 'Achternaam', and 'Beroep', followed by a 'Filteren' button. Below this is a table of results (0 out of 5 results) with columns: 'ID', 'Sedulanummer', 'CRIB Nummer', 'Achternaam', and 'Beroep'. The first row is highlighted. Below the table is a 'Dienstverbanden' section with a table showing 'ID', 'Sedulanummer', 'Datum in dienst', and 'Datum uit dienst'. The first row of this table is highlighted. A red box (1) is around a dropdown arrow next to the first row of the 'Dienstverbanden' table. A red box (2) is around a pencil icon in the 'Dienstverbanden' table next to the first row. On the right, there is a 'Mijn taken' sidebar with a list of tasks: 'Werknemer opvoeren', 'Anonieme werknemer opvoeren', 'Derde opvoeren', 'Bestand inlezen', 'Alles verwijderen', 'Inbrengen', 'Verzameloostaat inlezen', 'Werkgever info opvoeren', and 'Scheem versien'.

The opened screen contains the pre-entered data which is known at that moment and the correct information needs to be entered (1). By clicking on **Afronden** (2), the next screen will appear in which the employment is changed.

The screenshot shows the 'DV - Dienstverbanden' form. It has input fields for 'Sedulanummer' (1970010101), 'Datum in dienst' (01-01-2000), and 'Datum uit dienst'. There are 'Reset' and 'Annuleren' buttons at the top right. A red box (1) is around the input fields. A red box (2) is around the 'Afronden' button. On the right, there is a 'Mijn taken' sidebar with a list of tasks: 'Werknemer opvoeren', 'Anonieme werknemer opvoeren', 'Derde opvoeren', 'Bestand inlezen', 'Alles verwijderen', and 'Inbrengen'.

After making the change(s), the user will return to the Collective Wage Sheet file.



## 1.12 Changing third party/contractor

To change the information of a third party/ contractor, navigate to the concerning employee via the **Derden/ contractors** panel (1). By clicking on the Pencil icon (2) the choice can be made to make changes.

To change the third party/ contractor information, **Derde/ contractor wijzigen** (1) has to be selected.

All open fields (1) can be changed. By clicking on **Afronden** (2) the changes will be processed and the user will return to the Collective Wage Sheet file.

## 1.13 Change payment

In order to change the data of a payment to a third party, the **Derden/contractors** panel (1) needs to be opened. Subsequently the payment which is to be changed should be made visible by clicking on the arrow next to the person concerned (2).

Now the data can be changed by clicking on the pencil behind the right payment (3).

The opened screen contains the pre-entered data which is known at that moment and the correct information needs to be entered (1). By clicking on **Afronden** (2), the next screen will appear in which the payment is changed.

After implementing the change(s) the user will return to the Collective Wage Sheet file.



## 1.14 Withdraw

When a version of the Collective Wage Sheet's status is stated as *In behandeling* (In process), this can be withdrawn. The version of the Collective Wage Sheet then will be eliminated and automatically the previous version will remain submitted.

When the user is busy in version 2 and clicks on the task **Intrekken**, version 2 will be eliminated. At that moment this version will be withdrawn everywhere and not be usable anymore. In case the same tasks are activated while the user is busy with version 1, the Collective Wage Sheet will be eliminated completely. The Collective Wage Sheet file however will be available to view without tasks and with the phase **Inactief**. Thus, a new Collective Wage Sheet file has to be created.



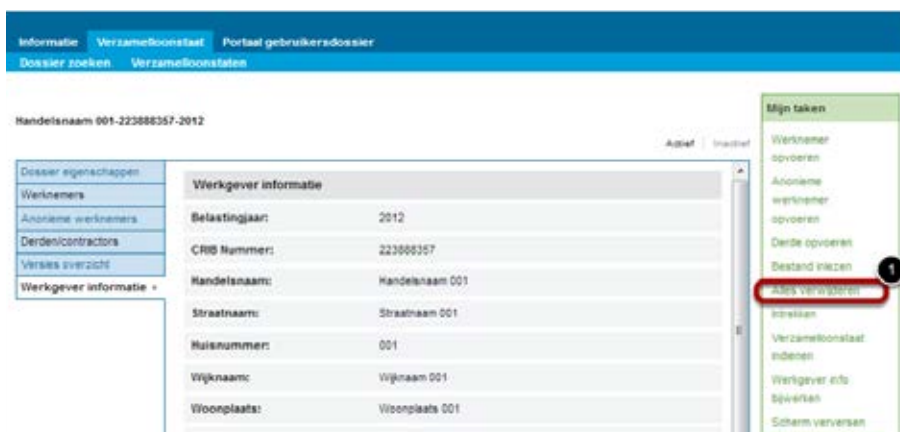
When the task **Intrekken** has been activated, the Application will draw the user's attention (1) that he/she is about to withdraw the Collective Wage Sheet and what the consequences hereof could be. By clicking on **Afronden** (2) the collective wage sheet will be withdrawn and the user will return to the Collective Wage Sheet file in the **Inactief** phase.



## 1.15 Delete all

Inside the Application there can be chosen for the task **Alles verwijderen** (1). This will delete all data which are registered in the Collective Wage Sheet file in one single action when for instance a wrong CSV file has been imported.

So the Collective Wage Sheet file remains in the 'Actief' status, however the anonymous employee, employee and/or third party data will be deleted from the current version. Which will result in an empty Collective Wage Sheet file.



The Application will give the here below notification (1) and the user's attention will be drawn to the fact that when clicking on **Afronden** (2) all data inside of the Collective Wage Sheet file will be deleted. Hereafter the deleted data will no longer be found.

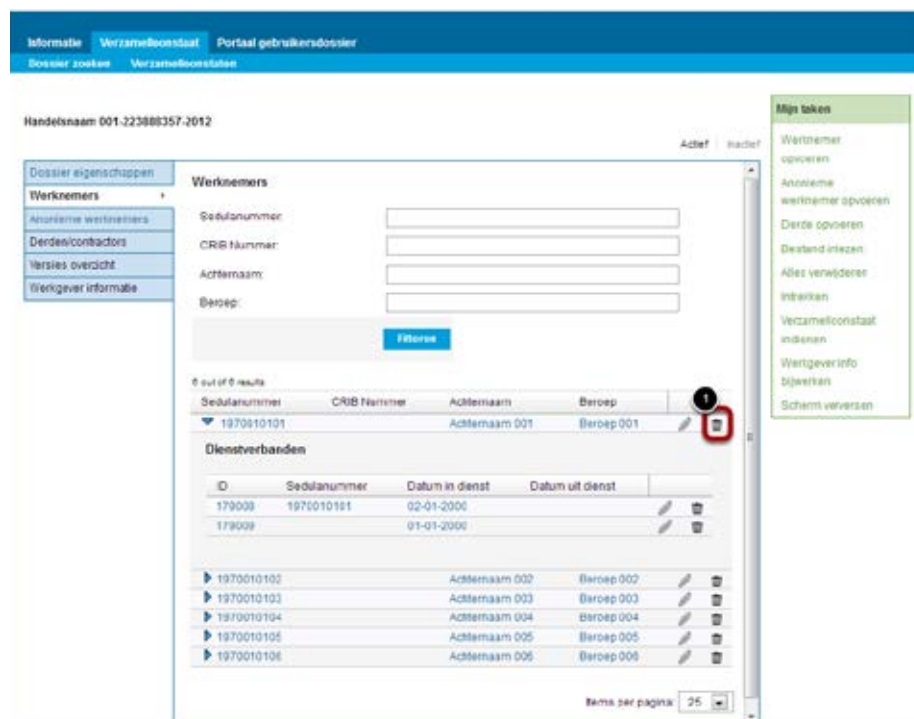
To discontinue the task **Annuleren** (3) can be clicked.



## 1.16 Delete Employee, Anonymous Employee and Third parties

For employees, anonymous employees and third parties this process takes place in a similar way. This document will discuss the entire process of deleting a specific employee.

Based on this process deleting an Anonymous Employee and Third Party can be derived.



By clicking on the Trash can behind the concerning **Employee line (Werknemersregel)** (1) the action to delete an employee will be started.

Before the person will actually be deleted, the Application will give a notification first that the user is about to delete the persons data and with that also the corresponding employments. By clicking on **Afronden** (1) the person and the corresponding employments are being deleted.





### 1.17 Delete employment

In order to delete an employment, navigate to the *Werknemer/ Anonieme werknemer* panel (1). Then click on the arrow (2) of the person concerned to display the various employments. The employment can subsequently be deleted by clicking on the waste bin behind the employment which is to be deleted (3).

By clicking on the waste bin, the Application once again displays a notification (1, below) saying that the user is about to delete the selected employment.

By clicking on **Afronden** the Application once again gives a notification that the user is about to delete the selected employment.

Handelsnaam 001.22388157.2012

Actief Inactief

**Dossier eigenschappen**

**Werknemers**

Anonieme werknemers

Derde/cont-acties

Versies overzicht

Werkgever informatie

**Werknemers**

Sedulanummer:

CRIS Nummer:

Achternaam:

Beroep:

**Filtreren**

0 out of 0 results

Sedulanummer	CRIS nummer	Achternaam	Beroep
1970010101		Achternaam 001	Beroep 001

**Dienstverbanden**

ID	Sedulanummer	Datum in dienst	Datum uit dienst
179008	1970010101	02-01-2000	
179009		01-01-2000	

**My tasks**

Werknemer opvoeren

Anonieme werknemer opvoeren

Derde opvoeren

Bestand inlezen

Alles verwijderen

Inbrengen

Verzamelooststaat indienen

Werkgever info bijwerken

Scherm versieren

**DV - Dienstverbanden**

**Result** **Aanvragen**

1 LET OPI U staat op het punt om het zøjst geselecteerde dienstverband te verwijderen. Klik op afronden om door te gaan of op Annuleren om terug te keren naar het overzicht.

**Afronden**

**My tasks**

Werknemer opvoeren

Anonieme werknemer opvoeren

Derde opvoeren

Bestand inlezen

Alles verwijderen

### 1.18 Delete payment

In order to delete a payment, navigate to the *Derden/Contractors* panel (1). Then click on the arrow (2) of the person concerned to display the payments. The payment can subsequently be deleted by clicking on the waste bin behind the payment which is to be deleted (3).

Handelsnaam 001-22388057-12

Derden/contractors

2 out of 5 results

ID	(Achter)naam	CRIB Nummer	(Achter)naam	Beroep
00010101		010559433	Achtersnaam 001	

Betalingen aan derden

ID	(Achter)naam	Datum betaald aan derde	Bedrag betaald aan derde
179043	Achtersnaam 001	01-01-2012	201

Afronden

By clicking on the waste bin, the Application once again displays a notification (1, below) saying that the user is about to delete the selected payment.

By clicking on **Afronden** in this screen the payment will be permanently deleted.



## 1.19 Correction and/or addition

when the Collective Wage Sheet has been submitted, the tasks **Correctie en- of aanvulling** (1) will be available.

This task can be used when the user wishes to make a correction or addition to the version which has already been submitted. By clicking on this task a new version will be created wherein the user can register the corrections and additions.

It is important to know that when a second or higher version (which always appears after the task Correction and/or addition) is submitted, this is always checked by a an employee of BCN (in the BSCN system) to see if the newest version can and may be processed.

Correcting a Collective Wage Sheet will thus not happen unnoticed.

Information: Verzameltoestand

Mijn verzameltoestanden

Actief Inactief

Mijn taken

- Correctie en- of aanvulling
- Werkgever info bijwerken

Werkgever informatie

- Werknemers
- Aanvullende werknemers
- Versies overzicht

Versies overzicht

3 van de 3 resultaten

Id	Huidige versie	Datum ingediend	Aantal werknemers en derden	Totaal ingehouden loonbelasting	Versie status	Datum overgezet door
3029	1	25-04-2012	3	1566	Ingediend	
3140	2	25-04-2012	3	1566	Ingediend	
3141	3	25-04-2012	3	1566	Ingediend	

By clicking on **Afronden** the Application will go back to the Collective Wage Sheet file where a new version has been created in which the user has access again to all tasks, like importing files and deleting data through which it is possible to enter the right data or implement the necessary changes.

The new version of the Collective Wage Sheet file should subsequently be submitted.

Information: Verzameltoestand Portaal gebruikersdossier

Dossier zoeken Verzameltoestanden

Correctie en- of aanvulling

Wat wilt u doen?

Reset Annuleer

Opties:

- ☐ Beginnen met een nieuwe verzameltoestand
- ☒ Doorgaan met eerder ingediende verzameltoestand

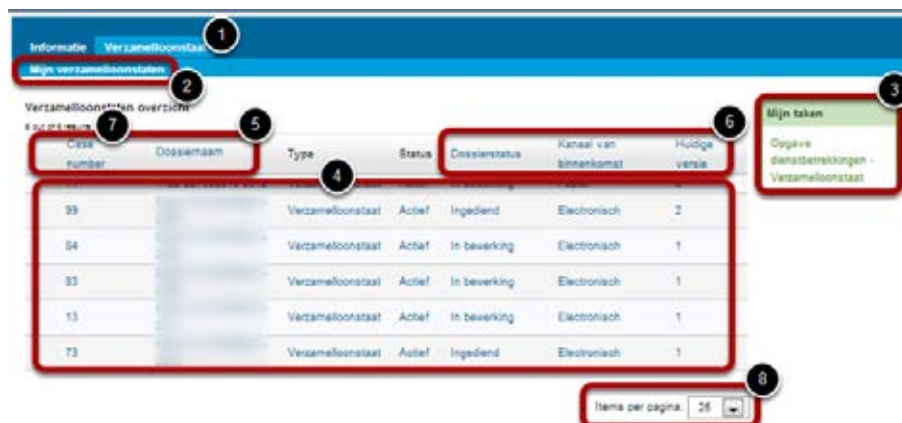
	Huidige versie	Datum ingediend	Ingediend door
Geselecteerde versie:	1	2013-01-01	
	2	2013-02-07	

Afronden

Mijn taken

- Correctie en- of aanvulling
- Werkgever info bijwerken
- Scherm versieren

## 1.20 My collective wage sheets



In order to go the list of collective wage sheets click on the **Verzamelloonstaat** tab (1) in the horizontal menu bar; this tab will indicate that the user is in the Verzamelloonstaat section. With this tab the user can return to this start screen from any task or form.

Under this tab, the **Mijn Verzamelloonstaten** subtab (2) can be found.

The vertical menu displays 1 item. The **Mijn taken** item (3) displays the tasks which are possible within the 'Bedrijvenportaal' (Company Portal).

In this case this is **Opgeave dienstbetrekkingen - Verzamelloonstaat**.

The collective wage sheets (4) of the user are in the middle of the screen. By clicking on a line, the collective wage sheet file will be opened.

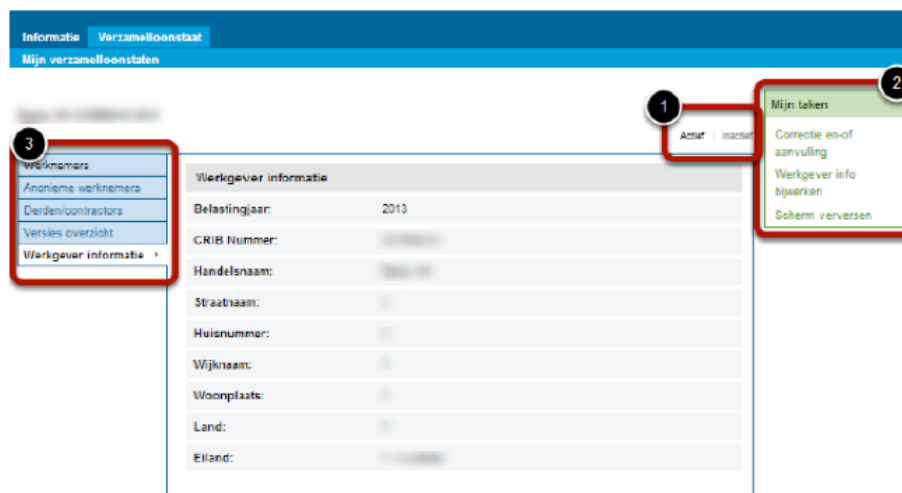
When there are several collective wage sheets it may be desirable to arrange them in a certain order. This can be done by clicking on the (blue) headings of the table (5 & 6). For instance, by clicking on the heading **Huidige versie** (6) all collective wage sheets will be arranged by version in ascending or descending sequence.

Top left of the screen, the overview will show a summary of the number of displayed and total lines (7). The number of items per page can be determined in the bottom right of the screen (8).

## 1.21 Collective Wage Sheet file

The Collective Wage Sheet file contains the following functionalities:

- **Phases**; this file is in the **Actief** phase (1) and is available in the application.
- **Mijn taken** (2), this menu bar lists all available tasks.
- **Information column**, on the left, displays a panel (screen) per tab, containing certain information about the file concerned (3).
- The tab which is displayed has a white background.

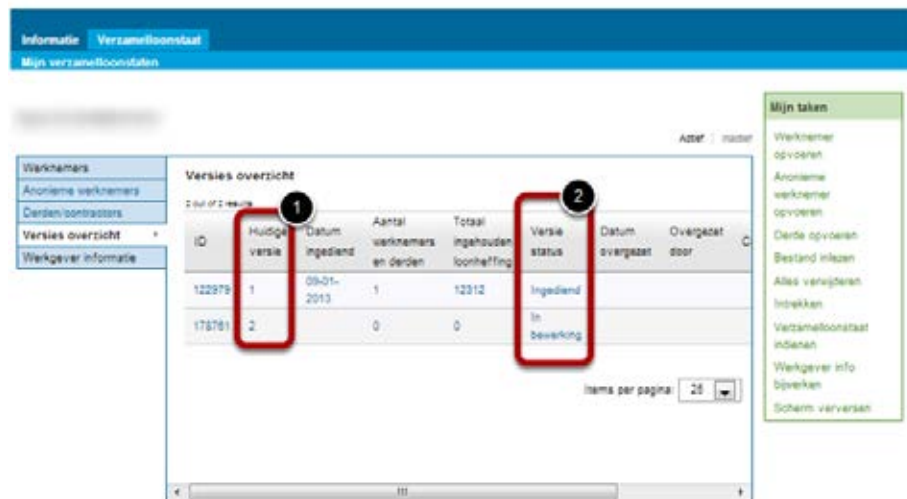


In this case that **Werkgever informative panel** is displayed. This contains information about the employer who is submitting the collective wage sheet.

When a Collective Wage Sheet is created, this will be named version 1.

When this version is submitted and a correction is made, the system will create a next version in which the corrections can be made.

In the **Versies overzicht** here will be indicated which version (1) is the Collective Wage Sheet and in which status (2) it is. This is one of the most important panels considering that here is indicated which is the last version and in which status this version is.



The following statuses are available for the versions:

- *In bewerking*, in this status the version can be modified.
- *Ingediend*, when the version is submitted.
- *Ingetrokken*, when the version is withdrawn.

## 1.22 Icons and buttons

The system icons and buttons which are used are uniform and are explained and displayed in this chapter.

Here below the most used buttons are mentioned.



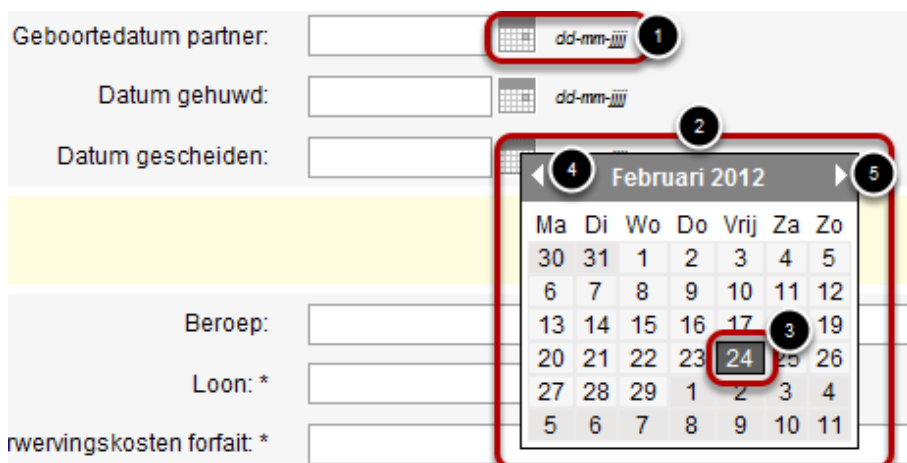
**Volgende** is used when the user wants to go to the next screen.

**Afronden** is used when the user wants to finalize a task.

**Opnieuw** is used when the user wants to fill out a task again.

**Annuleren** is used when the user wants to cancel the task completely.

## 1.23 Date fields



For all date fields a calendar can be used. This can be recognized by the calendar icon (1). By clicking on this icon the calendar (2) will appear.

The bold formatted date (3) is the current date. To go to a different date, you can click on the concerning date. In case the date falls in another month, you can move, hereby using the little arrows (4 and 5).



## 1.24 Options

Eiland: \*  ▼

There are two options within the Application:

- 1) **Kies een waarde (choose a value)**, here the user can choose an option by clicking on the arrow on the right.

Ouderentoeslag toegepast: \* ☐ Ja ☐ Nee

- 2) **Selection bullets**, here a maximum of 1 option can be chosen.

## 1.25 Notifications

The Application has different notifications, to warn the user. Some notifications make sure that the user cannot proceed before the notification is solved. Other notifications are just for the user's information and the user will be able to continue.

Here below a blocked notification is shown. When this notification appears, the user will not be able to continue before the notification is solved. The notification always mentions which field it concerns and why the notification appears (1).

Voor welk belastingjaar wilt u de verzamelloonstaat indienen?

U kunt geen verzamelloonstaten over toekomstige belastingjaren opvoeren.

1

De volgende velden zijn niet of incorrect ingevoerd:  
U kunt geen verzamelloonstaten over toekomstige belastingjaren opvoeren.

Belastingjaar:

Notifications which are not blocking, look like shown here below:

- Above in the screen a horizontal Notification bar with a general notification appears.
- In the information column there is a little flag which indicates that there is a notification in the concerning panel.
- In the line to which the notification refers, there is a clickable broad notification.
- This notification can be solved by clicking on the Pencil icon and by correcting the information of the notification.

Verzamelloonstaat

Nederlands

Alle reedlagen (2)  
Werknemers (2)

Actief : Inactief

Werknemers

1 van de 1 resultaten

Gedutenummer	CRB Nummer	Voornaam en initialen	Achternaam
1970101010		Jeroen H.	Boom

Werknemer opvoeren

1970101010: ID-nummer van de partner komt niet overeen met de geboortedatum.

1970101010: Van deze werknemer zijn (nog) geen dienstverbanden opgevoerd.

Dossier zoekes  
Zoek een dossier op basis van het dossiernummer of de naam  
  
Zoek

Mijn taken  
Werknemer opvoeren  
Aanvragen werknemer  
Indienen  
Werkgever info bijwerken



## 1.26 Drop down arrows

The Application contains drop down arrows in different locations. These have been developed to make the screen clearer. By clicking on a drop down arrow (1), broader information (2) will appear.

Sedulanummer	CRIB Nummer	Voornaam en Achternaam initialen	Beroep	Ingehouden loonbelasting
1970070707		Jeroen V.	Aannemer	Aannemer 633

1

AR - Betalingen aan derden

ID	Sedulanummer	Datum betaald aan derde	Bedrag betaald aan derde	Versienummer opgevoerd
138	1970070707	22-02-2012	16457	1

2

## 1.27 Mandatory fields

When an input field is mandatory, this will be displayed by means of an asterisk or a notification in case a field is either mandatory or not in combination with another field or detail in the screen.

CRIB Nummer \*

## 1.28 Number fields

When numbers are filled out in the Application, it is important to indicate these with a comma (,). Dots (.) will be ignored by the Application.

When for example there has to be written 2 dollars and 50 cents, this has to be written as 2,50 and not as 2.50, since that this will result in 250.

Loon: \*

