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

1.1   Logging in

You can log in by using a username and password. These are personal, for each user, and assigned by BCN.
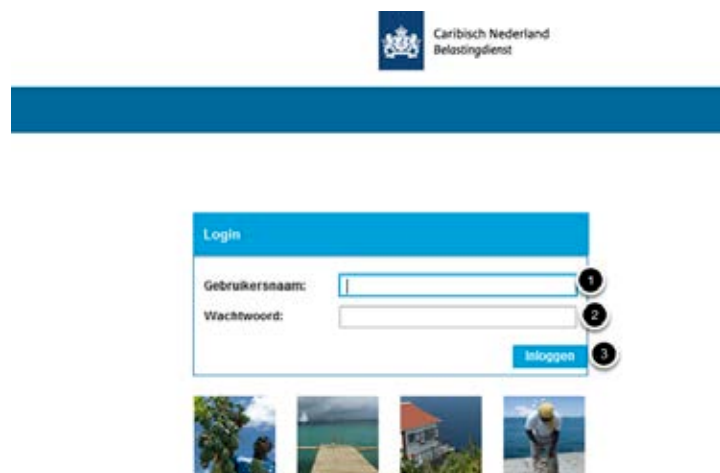
After starting up the Application, the user can log in as follows:
1) Fill out the Username, as handed out to the employer by BCN,
2) Fill out the Password, this is also handed out to the employer by BCN, and
3) Click on Log In

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.

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

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.

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.

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:

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 **Schermverversen** (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).

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 idenfication 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 de 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.

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.

In the **Anonieme werknemers** panel (1), anonymous employees can be viewed. For each employee a separate line is created.

All information of this person can be viewed by clicking on the **Sedulanummer** (2) or one of other personal details shown (in the table).

By clicking on the drop down arrow (3), the employments, if added, will appear.
It is also possible to filter data (4) and the number of items per page can be adjusted (5).

By clicking on the sedulanummer of the anonymous employee or employee, the information of the person concerned will be shown, see image below.
Do not confuse this with clicking on the blue arrow, which will open the employment data.
All information of the person concerned will be shown in a grey field, see next page.

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.

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.

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).

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.

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).

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/contactor 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.

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).

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.

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 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).

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.

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 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.

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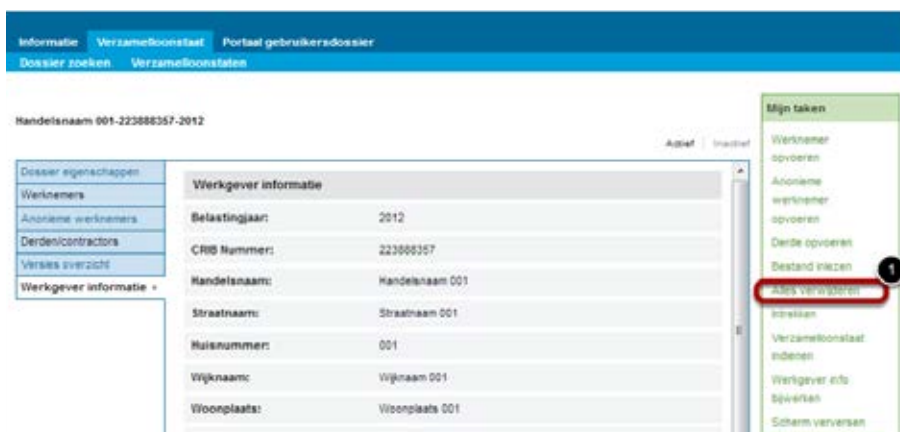
The Application will give the here below notification (1) and the user's attention will be drawn to the fact that when clicking on **Afronden** (2) all data inside of the Collective Wage Sheet file will be deleted. Hereafter the deleted data will no longer be found.

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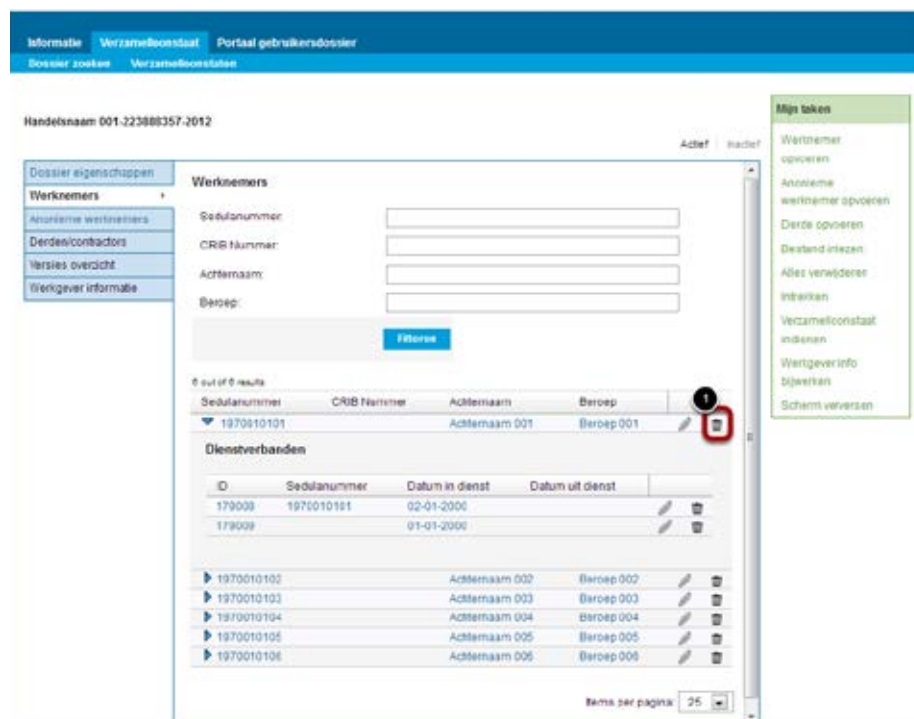
By clicking on the Trash can behind the concerning **Employee line (Werknemersregel)** (1) the action to delete an employee will be started.

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 the 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.

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).

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

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.

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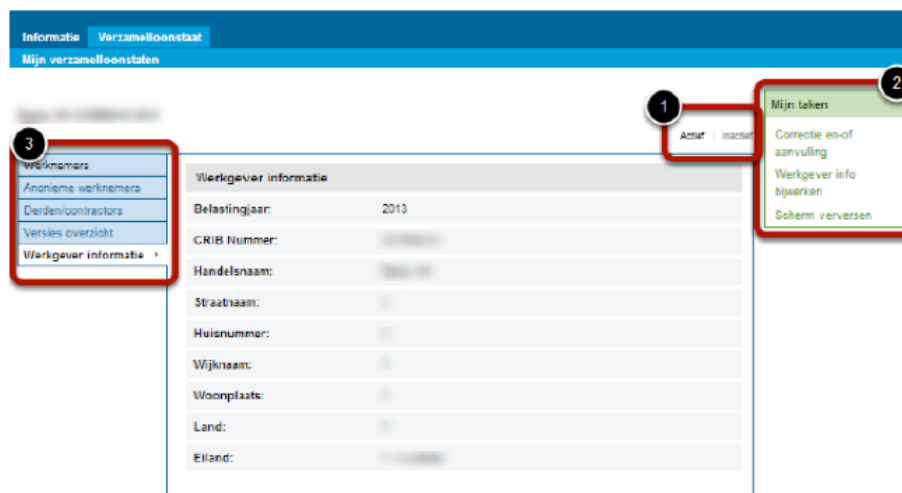
In this case that **Werkgever informative panel** is displayed. This contains information about the employer who is submitting the collective wage sheet.

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.
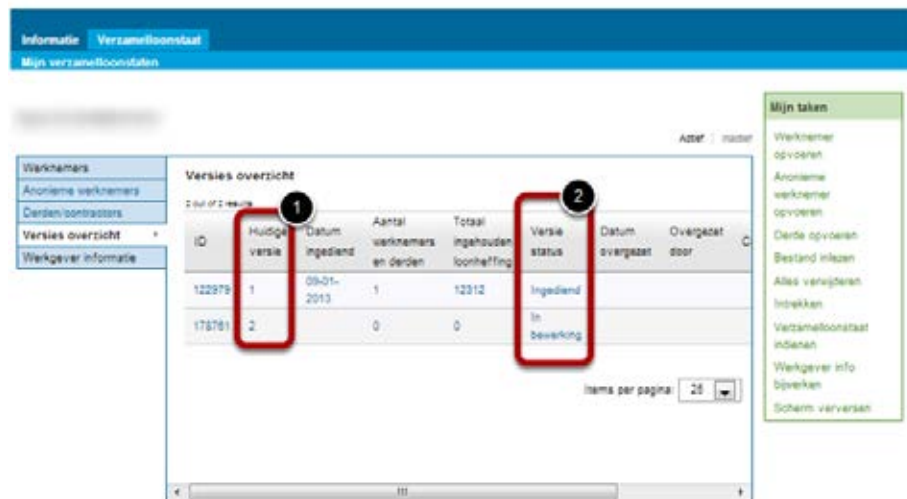
The following statuses are available for the versions:
- *In bewerking*, in this status the version can be modified.
- *Ingediend*, when the version is submitted.
- *Ingetrokken*, when the version is withdrawn.

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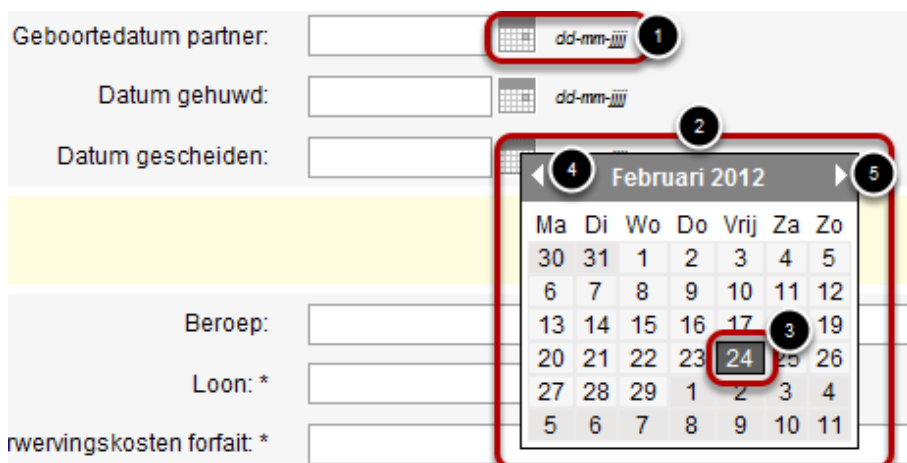
For all date fields a calender can be used. This can be recognized by the calendar icon (1).
By clicking on this icon the calendar (2) will appear.

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: *   Kies een waarde   ▼

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).

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.

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 initialen	Achternaam	Beroep	Ingehouden loonbelasting
▼ 1970070707		Jeroen V.	Aannemer	Aannemer	633

AR - Betalingen aan derden

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

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: *   [2321,00   ]