



## Application

### Reimbursement of costs for purchasing eHerkenning PROBAS login tool

#### Why this form?

Use this form to apply for reimbursement for the costs you incurred to purchase the eHerkenning PROBAS login tool.

You will only be reimbursed if the following applies:

- You are registered in the PROBAS register
- You file your tax returns in Mijn Belastingdienst Zakelijk.
- You cannot apply for an EH3 login tool

We reimburse €36.30 (including VAT) per calendar year.

#### Apply for your reimbursement on time

You can apply for the reimbursement within 12 months of the end of the calendar year or financial year in which you filed your tax return. You must reapply for the compensation for each calendar year:

- You can apply for reimbursement over 2022 from 1 January 2023 to 31 December 2023.
- You can apply for reimbursement over 2023 from 1 January 2024 to 31 December 2024.

#### Have the following ready

Please have the following information ready when you start with this form:

- RSIN/tax number
- your payment details
- an itemised invoice showing that you have purchased an eHerkenning PROBAS login tool

#### Complete and return the form

Fill in the form on your computer. Make sure you fill in the form completely. Print the form and add your signature. Send the form to:

Belastingdienst/Centrale administratieve processen  
Postbus 9048  
7300 GK Apeldoorn  
The Netherlands

Enclose the invoice or invoices showing your expenses. The invoices must be in the name of the organisation for which you are applying for reimbursement.

You will receive an acknowledgement of receipt from us. And you will be notified of our decision on your application within 8 weeks. If we require more time we will let you know.

#### Privacy

We treat the data of citizens and companies and your privacy with care. Please visit [belastingdienst.nl/privacy](https://belastingdienst.nl/privacy) and see how we do this.

#### Do you have any questions?

You can find more information at [belastingdienst.nl/eherkenning](https://belastingdienst.nl/eherkenning). Or call the Tax Information Line for Residents: 0800 0543. Or call the Tax Information Line for Non-resident Tax Issues when calling from abroad: +31 555 385 385.

**1 Details of the organisation**

1a	Name	<input type="text"/>
1b	Address	<input type="text"/>
1c	Postal code	<input type="text"/>
1d	City/town	<input type="text"/>
1e	Telephone number	<input type="text"/>
1f	Do you give the Tax and Customs Administration permission to email you about this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No. Continue with question 1h.
1g	Email address	<input type="text"/>
1h	RSIN/tax number	<input type="text"/>
1i	Name of applicant	<input type="text"/>
1j	Account number (IBAN). Start in the first box. If there are too many boxes, leave the last boxes blank.	
		<input type="text"/>
1k	In the name of	<input type="text"/>

**2 Specification of the costs**

2a	What is the amount of the costs you have made?	€ <input type="text"/>	2b	In which year did you make the costs? Enter: 2022 or 2023	<input type="text"/>
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**3 Signature**

Name	<input type="text"/>		
Signature <i>Write within the box.</i>	<input type="text"/>	Date	<input type="text"/> - <input type="text"/> - <input type="text"/>

**Explanatory notes****1f and 1g Email address**

Email is not a secure way of exchanging information. Nevertheless, we offer you the opportunity to provide us with an email address so we can email you about your application. If you want us to do so, you need to give us permission. We will then use your email address if we have any additional questions. If you do not want us to use your email address, we will contact you by telephone for additional questions.

**1h RSIN/tax number**

Only for organisations that are not required to be registered in the Commercial Register of the Chamber of Commerce (KVK), such as embassies and consulates.

**1j Account number**

We will pay your reimbursement to this bank account number.

**1k In the name of**

The account must be in the name of the organisation for which the reimbursement is intended.

**2 Specification of the costs**

We reimburse €36.30 (including VAT) per calendar year.

Enclose the invoice - or invoices - showing the costs.

Invoices must be in the name of the organisation for which you are claiming the reimbursement.

