



Application

Reimbursement of costs for purchasing administration software or hiring an intermediary

Why this form?

Use this form to apply for reimbursement for expenses you incurred if you were unable to file a payroll tax or corporation tax return via Mijn Belastingdienst Zakelijk.

You will only be reimbursed if the following applies:

- You were unable to purchase eHerkenning because you cannot register in the Trade Register of the KVK or in the PROBASregister.
- You were unable to log in to Mijn Belastingdienst Zakelijk with DigiD or with the EU-approved eIDAS to file your return.

The reimbursement is for the cost of the software you need to purchase to file a tax return. Or for the costs you incur for an intermediary filing returns on your behalf. We reimburse the actual costs including VAT, with a maximum of €450 per calendar year.

What costs qualify for reimbursement?

Use this form to apply for reimbursement for costs made for:

- payroll tax returns over time periods in 2023
- corporation tax returns for 2022 that you filed in 2023

You cannot use this form to apply for reimbursement for costs you incur for VAT returns.

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 return.

Keep on hand

Have the following information ready when filling in this form:

- BSN or RSIN
- your payment details
- a specified invoice of the costs

Fill in form and send back

Fully fill in the form on your computer, print it and put your signature at the bottom of the form. Send the form to:

Belastingdienst/Centrale administratieve processen
Postbus 9048
7300 GK Apeldoorn

Enclose the invoice – or invoices – showing your expenses. Invoices must be in the name of the company for which you are claiming reimbursement.

You will receive a confirmation of receipt from us. You will be notified of our decision on your application within 8 weeks. Do we need more time? Then we will let you know.

Privacy

We treat the data of citizens and companies and your privacy with care. Please visit belastingdienst.nl/privacy and see how we do this.

Do you have any questions?

Check belastingdienst.nl/eherkenning for more information or give us a call. If you prefer to speak in Dutch, please call the Tax Information Line at 0800 - 0543. If you prefer to speak in English, please call the Tax Information Line for Non-resident Tax Issues at +31 555 385 385. We will be happy to help you.

1 Business details

1a Name

1b Address

1c Postcode

1d City/town

1e Phone number

1f Do you give the Tax Administration permission to email you regarding this application?

Yes

No. Continue with question 1h.

1g Email

1h BSN or RSIN

1i Name of the applicant

1j Bank account number (IBAN). Start in the first box. If there are too many boxes, leave the last boxes empty.

1k Account holder

2 Specification of the costs

What is the amount of the costs that have been made? €

3 Signature

Name

Signature
Sign within the box.

Date. Enter as dd-mm-yyyy. - -

Explanation**1f and 1g Email address**

Email is not a secure way of exchanging information. However, we offer you the option to provide us with an email address so we can email you about your application. If you agree to this, we will use your email address to ask any additional questions we may have. If you do not want us to use your email address, we will contact you by phone for any additional questions..

1g BSN or RSIN

Does the business for which you are requesting reimbursement have an identification number for legal entities and partnerships (RSIN)? Then fill in that RSIN. A sole proprietorship does not have a RSIN. In that case, fill in your own citizen service number (BSN).

1i Bank account number

Your reimbursement will be deposited on this account.

1k Account holder

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

2 Specification of your costs

We reimburse a maximum of €450 (including VAT) per calendar year. Please enclose the invoice - or invoices - showing your expenses. Invoices must be in the name of the company for which you are claiming reimbursement. It must be clear that it concerns costs for administration software and any associated user licence for this. Or costs for an intermediary filing returns on your behalf.

