Guide for requesting a VAT number from the Tax and Customs Administration (in Dutch: Belastingdienst)

Click here for the form. The form is in Dutch. This guide will help you fill it in. If you have questions, phone us on +31 (0)20 420 20 70.

- Question 1: Company details
  o 1a: Fill in your trading name here. If you do not have one, fill in your own name
  o 1b: Street name and house number
    postcode and city
  o 1c: Start date of the company (fill in today’s date here)
  o 1d: Telephone number
  o 1e: Website

- Question 2: Indicate here that it is a sole proprietorship (‘eenmanszaak’).

- Question 3: Personal details
  o 3a: Here fill in:
    Your name
    Street name and house number
    Postcode and city
    Telephone number
    Date of birth
    Citizen service number/Sofi number (if you have one)
  o 3b: You do not need to fill in anything here

- Question 4: Do you have a tax consultant or accountant? Fill the details in here. Please note: Tentoo is not your tax consultant.
  Name
  Name of contact person
  Street name and house number
  Postcode and city
  Telephone number
  Tax consultant’s registration number

- Question 5a: You can fill in ‘Yes’ (‘Ja’) here.
  You do not need to fill in anything for 5b.
- Question 6a: Fill in the number of clients you expect to have in the first year.
- Question 6b: Fill in your position as it appears in the list of positions. You must also give a brief description of your work activities. You can then insert this text:
  I work for my client on the basis of a contract for professional services via payroll company Tentoo Administratie Stichting. Tentoo invoices on my behalf. Tentoo pays the employee insurance premiums and payroll tax for me. I am becoming an entrepreneur for VAT, but not an entrepreneur for income tax. I do not receive a profit from business activities, but receive wages.

- Question 7a: Work that you do via Tentoo is seen as ‘Income from other work’ (Inkomsten uit overig werk). Please select this option. If you receive any other income, please state that here.
  □ No, no other income
  □ Profit (or loss) from another business
  □ Income from other work
  □ Wages
  □ Benefit

- Question 7b: How many hours per week do you work via TAS? Je kunt hier een schatting invullen.
- Question 7c: Since you receive wages for your TAS work, you can fill in € 0 here.
- Question 7d: Fill in an estimation of your annual income.

- Question 8a: Fill in what you stated earlier at question 7d.
- Question 8b: Fill in an estimation of the costs you make for your work. For example: costs of your bookkeeper, your laptop, telephone, et cetera.
- Question 8c: Check off the box ‘No’ (‘Nee’).
- Question 8d: Check off the box ‘Business address (same as in 1b)’ (‘Bedrijfsadres (gelijk aan vraag 1b)’).

- Question 9: Fill in ‘No’ here (‘Nee’).
- Question 10: Do not check off anything here.

- Question 11: Signature. Here fill in:
  Your name
  Street name and house number
  Postcode and city
  Telephone number
  Today’s date

  Then print out the document and put your signature in the box after ‘Signature’ (‘Handtekening’).

You can send the completed form in an envelope with proper postage to:

Belastingdienst
Postbus 3070
6401 DN Heerlen