

In order to draft the Tax Return, we need several data from you. To make it as easy as possible to submit these data, we made this form. We ask you to answer all the questions, if applicable, and send all related documents (preferable the copies). You can send this form and the copies by e-mail to support@tentoo.nl

1. Your data		
Name	:	
First letters	:	
Address	:	
Postal code / City	:	
Have you worked a minimum of 1.225 hours for your business? (travel, study, acquisition, relationship and administrative hours also count)	:	Yes No

2. Situation partner		
Were you in 2017	:	A. Married, the entire year, <i>go to question 2 A/B</i> B. Married, a part of the year or living together, <i>go to questions 2 A/B</i> C. Living together with an unmarried person, <i>go to question 2 C</i> D. Otherwise (single, single parent, etc.), <i>go to question 2 D</i>

2 A/B. Situation partner		
Name	:	
First letters	:	
Address	:	
Postal code / City	:	
Social Security Number	:	
Date of birth	:	
Gender	:	Male Female
Date of marriage / living together in 2017	:	
Did your partner help in your business in 2017	:	Yes No
How many hours did he/she help in 2017	:	
Please note; in case your partner has an income or deductions, he/she also has to fill in a Data Tax Return.		
<i>Go to question 2 C.</i>		

2 C. Living together		
Do you have a cohabitation	:	Yes No
Are you partners in a pension plan	:	Yes No
Do you have children together	:	Yes No
<i>Go to question 2 D.</i>		

2 D. Otherwise		
Do you have children	:	Yes No
Do you have children living at home	:	Yes No
Number of children living at home	:	
First letters and date of birth of youngest child	:	

3. Tax Return situation		
Tentoo needs a copy of your tax return over the year 2016:		
<ul style="list-style-type: none"> ▪ in case this is the first year you let Tentoo take care of your tax return; ▪ when you worked previous as a self-employed individual. In the case we also need your annual statement over the year 2015. 		
Did you receive Health Insurance in 2017	:	Yes No
Did you receive Rent allowance in 2017	:	Yes No
<i>If Yes, please send us a copy of the Advance Disposal Surcharge (Voorschotbeschikking Toeslagen) of 2017.</i>		
Did you receive a provisional assessment or a provisional return income tax or Health Insurance?	:	Yes No
<i>If Yes, please send us a copy of the assessment or provisional return.</i>		

4. Work and other income

Income from employers, pension scheme, alimony, etc. Did you receive in 2017:

Income from employment	:	Yes	No
A social benefit (from Employee Insurance Agency (UWV), Sociale Verzekeringsbank, etc.)	:	Yes	No
A pension benefit or an annuity benefit on which tax credit has been held	:	Yes	No
Did your partner receive alimony	:	Yes	No

In case one of the aforementioned questions was answered with Yes, please send us the Annual statement.

5. Commuting

How many business mileage did you drive :
in 2017?

All mileage which were driven, are allowed to declare as business costs at €0,19 per kilometer. Please note; this only applies if you do not have a company car.

6. Business expenses

Are all expenses over 2017 handed in : Yes No

For example:

- Mobile phone, purchase and subscription costs;
- Internet costs;
- Subscriptions to magazines;
- Computers and software;
- Travel, hotel, lunch and dinner costs;
- Business insurances and housing costs;
- Subcontracting and mediation costs;
- Inventory and office expenses;
- Income for assignments;
- Hiring of personnel.

This is the last possibility for which you can declare business expenses for the financial year 2017.

7. Own home

Are you the owner and occupant of your : Yes No
own (main) home

*If Yes, send us the annual statement of the mortgage.
If No, go to question 8.*

Value according to Real Estate Assessment :
(WOZ) of your city on January 1st 2017

Paid mortgage * :
(not the redemption or premiums)

Outstanding debt at the beginning of the year* :

Outstanding debt at the end of the year* :

Paid ground rent* :

*Did you pay ground rent? Please send us the letter from your local government.
(erfpacht)*

Received exempt donations on acquisition, :
maintenance, improvement or redemption
mortgage debt

Do you temporary have two houses : Yes No
(no second home)

If No, go to questions 7 B.

Value second house according to Real Estate :
Assessment (WOZ)

Is the vacant (new) house only used to serve as your own home again within two years	: Yes	No
<i>If Yes, what is the statement of interest and such. (such as an own home)</i>		
Is in 2017 the vacant (former) house abandoned for more than two years	: Yes	No
<i>If Yes, on which date was house abandoned:</i>		
<i>If Yes, send us a year overview of the mortgage. (such as an own home)</i>		
Is the former own house temporary rented out in anticipation of sale	: Yes	No
<i>If Yes, send us a statement of the rent period and the received rent.</i>		

7B. Buy / sell own or second house (continuation)		
Did you buy or sell a house in 2017	: Yes	No
<i>If Yes, add a copy of the reckoning of the notary of the sale and purchase of the house.</i>		
Since when do you live in your new house	:	
Valuation costs to enter into the lone	:	
Do you have a second house	: Yes	No
Value of your vacation home or a different own house in the Netherlands or abroad according to the Real Estate Assessment (WOZ) of the city on January 1 st 2017	:	
Please note; Did you answer questions with an asterisk with 'Yes', please add the requested copy.		

8. Special deductions		
<u>Training costs:</u>		
Did you spend more than €250,- on training for yourself or your husband/wife/partner	: Yes	No
For example to learn a new profession or to improve the skills in your current profession	<i>If Yes, send an invoice.</i>	
<u>Paid alimony:</u>		
Did you pay alimony to your former husband or wife	: Yes	No
It's not about alimony for the children	<i>If Yes, send bank statement of the payments.</i>	
Name former husband / wife	:	
Date of birth former husband / wife	:	
Social Security Number former husband / wife	:	
<u>Paid pension:</u>		
The pension statement of the pension fund over the year 2017	:	
Send a specification of the paid amounts		
<u>Disability Insurance (AOV):</u>		
Height of the paid premiums in 2017	:	
Send a specification of the paid amounts		
Donations to a so-called ANBI institution	: Yes	No
Donations have to be proved in writing. The donations have to exceed the amount of € 60,-. The donations also have to exceed the threshold of 1% of the (joint) total income (before personal allowance) (unless there is a so-called regular gift).		
Co-parenthood	: Yes	No
<i>If Yes, how many months per year:</i>		
Do you pay high healthcare costs which were not reimbursed	: Yes	No
<i>If Yes, send a specification.</i>		

9. Other possessions and debts (in the Netherlands and abroad)

Every year a limit is set to the savings amount over which no tax has to be paid. This is called the tax-free allowance. For 2017 this limit was € 25.000,- for singles and € 50.000,- with a tax partner. You have to enter everything above this limit.

Bank account, savings, claims and cash : Yes No

We would like to receive:

- The balance of all bank and giro accounts (incl. blocked funds savings scheme) on January 1st 2018 (copy annual review);
- The balance of the claims on January 1st 2018 (specification).

Effects and other investments (in the broadest sense of the word, but excluding real estate) : Yes No

We would like to receive:

- An overview of composition and value on January 1st 2017 (for example state funds of your bank);
- The amount of withheld dividend tax in 2017;
- The amount of in 2017 received foreign dividends and restrained foreign dividend tax per fund;
- For endowment insurance: a copy of the policy (in order to estimate whether an exemption is applicable, unless this has already been given previously) and the annual statement of the accumulated value;
- Please mention investments in venture capita land social investments separately. Exemptions may apply.

Debts : Yes No

We would like to receive:

- All debts like debts for the purchase of a second house, a boat, a caravan, debts for studying, debts to banks, credit card companies, warehouses, suppliers of gas, water, electricity, internet and telephony, et cetera (not the debt for your own house).

10. Other information

This questionnaire only applies to the most common situations. We request you to mention all topics that are important for your tax return. Even if they are not stated in this form. Please contact us when you have any doubts. We prefer you to ask many questions instead of a wrong tax return!

We advice you to contact us in one of the following situations:

- You own more than 5% of stocks in a private company (BV);
- You are owner of the house in which your parents live;
- Earlier this year you received an inheritance or a grant, or you donated a grant yourself.

11. Remarks

PLEASE NOTE!

We take care of your tax return as good as possible. In order to do this, we need your full and correct data. Please contact us if you have any doubts about the data your supply us with. We accept no responsibility if the data you supplied were incorrect and/or incomplete.

If you fill in amounts in this document, please send us copies of the documents on which these amounts are stated; such as copies, receipts an sale/purchase agreements. Have you filled in all the questions? Save the form on your computer and send it to support@tentoo.nl

Hand in your Tax Return before April 1st, 2018?

In that case, send this Tax Return and the corresponding documents before March 1st, 2018 to Tentoo.