

Tax settlements 2018

Required documents:

1. Document **Skattemelding 2018/Tax Return 2018** – this document will be available in Altinn at the end of March or at the beginning of April 2019. Please send us PIN codes in case you haven't received *Skattemelding* yet.
2. Pin codes **MinID/Altinn** to the tax system. If you don't have PIN codes - please order them through our site www.podatek.no
3. Certificate of obtained income and advance tax paid in 2018 in Norway (Årsoppgave from employers or A08 downloaded from Altinn site, document Årsoppgave from NAV if you have received benefits other than family benefit /cash benefit)
4. Payslips for each month of work in Norway in year 2018 or summarized payslip for year 2018.
5. If you've paid for the costs of living in Norway and commuted to your family in your home country (spouse and/or children) or to **'independent housing'** in your home country, you can claim for so-called 'family/single commuter' - **Pendler status**

You'll need the following documents:

Married person:

- Marriage certificate (issued maximum 2 years ago)
- Certificate of joint residential address in your home country with family/wife – document issued in year 2019 by the Population Register, with the information about the period of joint residential address
- Confirmation of **at least 3 turn-return travels** between home country and Norway (for example fly tickets / boarding cards/ reservations, with full date of journey) – even if costs of travels will not be deducted

Single parents with a child / children:

- Birth certificate of the child / children (issued maximum 2 years ago)
- Certificate of joint residential address in your home country with child/children – document issued in year 2019 by the Population Register, with the information about the period of joint residential address
- Confirmation of **at least 3 turn-return travels** between home country and Norway (for example fly tickets / boarding cards/ reservations , with full date of journey) – even if costs of travels will not be deducted

Single (unmarried) commuters who do not have independent housing in Norway but have a rented or own apartment in home country, which area exceeds 30m² for one person; the apartment has the access to running water and sewage system and is for disposal of commuter for 7 days a week for 12 months

- a certificate confirming possession of own apartment or house in your home country (ownership or lease agreement)
 - Single commuters have to prove that they were traveling to home country **at least once every 3 weeks!** (for example with fly tickets / boarding cards/ reservations, with full date of journey) – even if costs of travels will not be deducted)
6. If you paid yourself for an accommodation and electricity in Norway, please attach the document confirming the amount of fees paid for a rent and / or electricity bills in Norway, in 2018

Required documents:

- Rental agreement of the house/flat + bank transfers or payslips from employer
Attention! You can pay cash up to 10 000 NOK for renting a flat / electricity. A written confirmation from the landlord about the fees paid is needed.

7. If you have children under the age of 12 (age till the end of 2018) you are entitled to a parental allowance (*foreldrebetaling*) - a deduction for your documented expenses for the care of children such as nursery, day care center and after school activities (Excluding the activities taking place on days off from school!).

Required documents:

- Birth certificate of the child / children (issued maximum 2 years ago)
 - Certificate of joint residential address in your home country with child/children – document issued in year 2019 by the Population Register, with the information about the period of joint residential address
 - Certificate from the nursery/kindergarten/ institution organizing sports activities with the amount of fees paid in 2018 (including data: name and surname of the child and parents, official stamp of the institution, signature of entitled person and total amount paid for year 2018)
ATTENTION! You are not entitled to parental allowance if you claim 10% standard deduction for foreign worker.
8. If you are single and do not have documentation for *pendler* deductions you **can claim 10% standard deduction for foreign worker** provided that the year 2018 was your first or second year of your work in Norway. If so - please attach documents from the point. 1-4.
9. Årsoppgave 2018 – document from the bank in Norway with the account balance for the day of 31.12.2018 – needed if you have not received *Skattemelding/selvangivelse 2018*
10. Filled table

ATTENTION! There is no longer the possibility to apply for 2nd class settlement.

THE RULES FOR USING THE PENDLER STATUS HAS ALSO CHANGED:

-IF YOU HAVE ACCESS TO KITCHEN, YOU CAN NOT DEDUCT DAILY ALLOWANCE.

-YOU CAN USE THE ACCOMODATION TAX RELIEF ONLY FOR TWO YEARS (*PEOPLE WHO CHANGED MUNICIPALITY WILL BE ENTITLED TO THIS DEDUCTION AGAIN)

ATTENTION! THE NORWEGIAN TAX OFFICE HAS TIGHTENED THE CONTROL OVER THE DOCUMENTATION. PLEASE REMEMBER TO ATTACH TO TRANSLATION OF DOCUMENTS ALSO ORIGINAL COPIES OF CERTIFICATES FROM YOUR HOME COUNTRY. WE KINDLY REMIND THAT ALL DOCUMENTS THAT ARE NOT ISSUED ON UE-FORM MUST BE TRANSLATED INTO ENGLISH OR NORWEGIAN.

The cost of translation of documents in our office: 75 PLN /page translation (up to 1800 characters)

* Translation into Norwegian or English

[When delivering documents to our office, please check what discounts we can offer to your company for our services.](#)

[Alternatively, submit your documents before 15.03.2019 and receive 15% discount \(seafarers and fishermen are entitled to 10% discount\).](#)

Please send copies of documents / scans together with filled table to address:

Polish Connection Sp. z o.o.

ul. Antoniego Abrahama 37/3, 81-366 Gdynia

office@polishconnection.no gdynia@podatek.no

www.polishconnection.no • www.podatek.no • www.omega-as.no

Polish Connection Sp. z o.o., ul. Antoniego Abrahama 37/3, 81-366 Gdynia, Poland +48 58 727 05 55, office@polishconnection.no

Sąd Rejonowy Gdańsk-Północ w Gdańsku, VIII Wydział Gospodarczy Krajowego Rejestru Sądowego, KRS: 0000293619 Kapitał zakładowy: 50.000 PLN, REGON: 220513232, NIP: 5862212441

Terms of service:

- a) By completing and signing this form, the Client order the tax settlement service made by Polish Connection Sp. z o.o. based in Gdynia, for a fee indicated in the price list located under the table.
- b) Remuneration for the services rendered shall be paid on the date indicated in the invoice delivered in person or to the e-mail address given in the form. NOTE: Payment for tax settlement is in advance. The service goes to the realization after the payment.
- c) In case of resignation from the service after receiving information from us that documents have been checked and accepted for implementation, the Client will be charged 50 PLN for the preparation the documentation for the service.
- d) The Client confirms the accuracy of the data provided in the form.
- e) The Client confirms that the address of residence indicated in the table below is the address of his actual residence, to which all correspondence related to the order will be directed.
- f) Invoices will be delivered in person or in electronic form to the e-mail address provided by the Client. The Parties agree that the day of delivery of the invoice in electronic form shall be the day following the day on which the invoice is sent by Polish Connection Sp. z o.o.
- g) Invoices in paper form are sent only at the explicit request of the Client and in case of inability to send an e-mail to the indicated address, e.g. due to an incorrect e-mail address. In this case the provision of point j) shall apply accordingly.
- h) The Parties agree that the possible consequences of giving a false, wrong mailing address or information about its change shall be charged to the Client.
- i) The Client authorizes Polish Connection Sp. z o.o. to issue an invoice without signature.
- j) In case of Client's delay in payment an invoice, statutory interest will be charged.
- k) Polish Connection Sp. z o.o. is entitled to collect an amount of 30 PLN for preparing and sending a request for payment in case of the Client is remaining in delay with payment of remuneration or its part.

I confirm that the data provided in the table below are reliable and true.

I confirm that I have read the above terms and agree to the provision of services held by Polish Connection Sp. z o.o. on the above principles. I agree to the processing of my personal data by Polish Connection Sp. z o.o. with headquarters at ul. Abrahama 37/3, 81-366 Gdynia in order to provide the service.

I hereby agree to the processing of my personal data by Polish Connection Sp. z o.o. with headquarters at ul. Abrahama 37/3, 81-366 Gdynia, for marketing purposes. In particular I agree to contact for marketing purposes and to submitting a cooperation offer via e-mail address.

I have been informed about the possibility of withdrawing my consent at any time by using the form called „WITHDRAWAL OF CONSENT FORM OF THE DATA SUBJECT "sent by e-mail to office@polishconnection.no or by post to ul. Abrahama 37/3, 81-366 Gdynia.

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Date, signature of the Client

Part 1 – for all

Name	Surname	D-number / personal number
Identification number in your home country	Marital status <input type="checkbox"/> married <input type="checkbox"/> partnership/relationship <input type="checkbox"/> divorcee / separation <input type="checkbox"/> widow / widower	
Address in Norway	Address in your home country	
Mobile in Norway: Mobile in your home country:	e-mail:	
Login and <u>password</u> for altinn.no (codes MinID/Altinn/ token from the bank)		
The exact date of start of employment in Norway		
The year 2018 was your <input type="checkbox"/> first work year in Norway <input type="checkbox"/> second work year in Norway <input type="checkbox"/> following year work in Norway		
Did you work in Norway in 2016? <i>How many days</i>		
Did you work in Norway in 2017? <i>How many days</i>		
Name of employer / employers in 2018		
Specify the months you worked in Norway in 2018		
Trade union dues (YES / NO) if yes – enter the total amount:		
Did your employer cover travel tickets / accommodation	If YES – mark one <input type="checkbox"/> TRAVEL TICKETS <input type="checkbox"/> ACCOMMODATION	
Did your employer cover food expenses or provide daily allowance? <input type="checkbox"/> YES (daily allowance) <input type="checkbox"/> YES (covers food expenses) <input type="checkbox"/> NO	If YES – what was the daily rate?	
The exact numbers of working days in year 2018 (provide only if your employer <u>does not</u> cover trips to work)		
The exact number of kilometers (distance) from the place of residence (in Norway) to the workplace in Norway (provide only if your employer <u>does not</u> cover trips to work)		
Did you have the access to the kitchen in place you lived in 2018 in Norway	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Address or e-mail for which we will send tax settlement and invoice		

Part 2 – to fill by people applying for "pendler" status

Type of housing (set X in the right place)	House	Flat	Guesthouse	Hotell	Habitable container	Rented room
Norwegian area of apartment in m ²						
If the apartment is shared with others, please specify the number of people						
Dependent children; Please provide the names, surnames, dates of birth						
Documented expenses for the care of children to maximum 12 years old such as nursery, day care center and after school activities f.e. sport activities (foreldrefradrag)			<i>Type of expende, amount</i>			
The number of km from the place of residence (in Norway) to the workplace in Norway			<i>Specify only if the employer does not pay for the transport to work</i>			
Number of travels to home country in a tax year 2018 (1 = turn and return trip)						
The cost of tickets to home country. Please specify the sum in the currency in which they were paid (only for ferry tickets)	<i>*Specify only if the employer does not pay for the travel to home country</i>					
	FERRY TICKETS					
The total sum of documented fees for rented apartment in Norway for year 2018			<i>Specify only if the employer does not provide free housing</i>			
The total fee for the electricity in Norway, if was not included in the rent - for the whole year 2018			<i>Specify only if the employer does not pay for electricity</i>			
Number of days of stay in Norway in 2018 (working days + free days)						

