

TAXES SETTLEMENT 2018 - for seafarers

List of required documents:

1. Document Skattemelding 2018/ Tax Return 2018– this document will be available in Altinn at the beginning of April. 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. Seaman's book
6. If you have children under the age of 12 (age till the end of 2018) you are entitled to a parental allowance - 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 child and parents, official stamp of the institution, signature of entitled person and total amount paid for year 2018)
7. 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 2018
 8. Filled table

*** If you were paying for journeys / accommodation - check list of the documents to STATUS PENDLER**

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

ATTENTION! NORWEGIAN TAX OFFICE HAS TIGHTENED THE CONTROL OVER THE DOCUMENTATION. PLEASE REMEMBER TO ATTACH TO TRANSLATION OF DOCUMENTS ALSO ORIGINAL COPIES OF POLISH CERTIFICATES. WE KINDLY REMINDER THAT ALL DOCUMENTS THAT ARE NOT ISSUED ON UE PAPER 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

Terms of service:

- a) By completing and signing this form, the Client orders 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 of 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 of 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 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

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 password for Altinn (codes MinID/Altinn/ token from the bank (if you have))		
The exact date of employment 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 <input type="checkbox"/> YES <input type="checkbox"/> NO		
Did your employer cover travel tickets / accommodation	<i>If NO – we will need some more documents and will contact with you</i>	
Dependent children <u>under the age of 12</u> Please give name, surname and date(s) of birth		
Documented expenses for the care of children such as nursery, day care center and after school activities f.e. sport for year 2018	<i>Type of cost, the amount</i>	
Address or e-mail for which we will send tax settlement and invoice		

Very important - this part must be filled very carefully

Name of employer /ship owner	
The period of work for the ship owner in 2018	
Number of days spent on board while working for the ship owner	
What water? (Norwegian waters / Norwegian continental shelf / International Waters / other)	
The number of days on the Norwegian shelf	
Number of standstill days in Norwegian ports	
The number of days on another shelf (f.e. UK shelf)	
Number of days in international waters (e.g. Transfer from point A to point B)	
Flag	
Ship Registry (NIS or NOR?)	
Exemption from contributions in Norway (A1) – yes/no	

Have you ever did the tax assessment with the help of our company (Polish Connection) ?
<input type="checkbox"/> YES (which year) <input type="checkbox"/> NO

People who have exemption from paying Norwegian social contributions (A1) have to prove it to Norwegian Tax Office. The exemption is issued by NAV (*Internationale saker*) based on form E101/A1.

If you are not sure about your situation, ask your employer!

It is responsibility of employer to send form E101 / A1 to NAV with the request for exemption from Norwegian social contributions if the contributions are deducted in your home country. If the form with exemption was sent to the Tax Office after paying Norwegian contributions – you'll get return.

Price of the service:

Tax settlement for seaman from 1400 NOK / settlement price may change due to its complexity

Tax settlement filled handwritten + 100 NOK to basic price

Tax settlement send to Central Office Foreign Tax Affairs (SFU) + 100 NOK to basic price

The fee is charged before the preparing the settlement. The service goes to the realization after receiving the payment.

* In case resignation from the service after receiving by the client the information that document have been checked and accepted for realization the Customer will be charged in 100 NOK for preparing the documentation for the service.