**For Lupacompany customers:
Hand-in help payroll taxes**

**for Employers**

With this this hand-in help/checklist we make it easy for you to provide us with documents need for payroll administration of your employees. Please make sure we will receive the required documents in time.

In order to be able to file a payroll tax return, we need the following documents:

1. Signed employment contract;
2. Completed payroll tax statement: click [here](https://salupa.com/sites/default/files/downloads/2023_statement-payroll-taxes.pdf) for the form in English;
3. Overview of employee personal data: click [here](https://salupa.com/sites/default/files/downloads/personnel_data_for_payroll_administration.docx) to fill in our form;
4. Copy of employee's ID or passport (please copy both sides, no driver's license);
5. Copy of bank card relating to wage payments: this account must be in  the  name of the employee (Wet Arbeid in Balans).

We would like to receive the employment contract, completed forms and copies by e-mail.

Thank you!