



**Do not enclose this appendix with the form!**

## Appendix Proof of income

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

**You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s)
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Payslips over the past 3 months

*Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)*

- Payslips over the past 12 months

*If you are paid by a third party from a Personal Budget*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

**Please note: only if you apply for a residence permit to stay with a family member or relative**

**1. You have or your (registered) partner has an employment contract that is valid for at least 6 months but less than 1 year at the time the IND receives the application; and**

**2. You or your (registered) partner received income from paid employment and no income from benefits in the 12 months prior to the application.**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work;
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months);

*Over the past 12 months:*

- all salary slips; and
- the annual income statement; and
- the (temporary) employment contract(s) and/or appointment approval(s).

**You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**You have or your (registered) partner has a (supplementary) benefit**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- The letter from your benefits agency granting your benefit
- The most recent specification of benefits received

*Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work)
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded)
- A letter from the benefits agency stating the date of re-examination

*Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received
- The most recent reassessment

*Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.*

**Please note! This does not apply if you submitted an application for a permanent residence permit.**

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work

*Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. **Please note! This does not apply if you submitted an application for a permanent residence permit.***

- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

**You are or your (registered) partner is self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

**You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs);
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**You have or your (registered) partner has an income from own funds**

- A tax statement of the year preceding this application for residence permit.

**Processing of personal data**

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.