

Name Organization
Name
Address House number
Postal code & Town/City

Subject: Application form for Non-statutory unemployment benefit

Dear Sir/Madam,

Please find enclosed the application form for requesting the non-statutory unemployment benefit (referred to as the 'BW benefit'). Part of the application form should be filled in by you, and the rest by your employer. Use the enclosed checklist to ensure that your application is complete before you send it in. Also, make sure to sign the form.

Part of the application form should be filled in by you, and the rest by your employer. Use the enclosed checklist to ensure that your application is complete before submitting the form. Also, make sure to sign the form. Please send your application form and the required accompanying documents to:

Visma Idella Services Uitkeringsadministraties, Antwoordnummer 46472, 1060 WD Amsterdam

Please make sure that your application is complete and submitted on time. If your application is incomplete or late, your BW benefit may be temporarily reduced as a result.

If you need more space for your answers or if you wish to include further comments, you can add these on a separate sheet of paper. Be sure to write your name and your citizen's identification number (BSN) on this sheet.

Because the amount of your BW benefit is based on the level of your state unemployment benefit (referred to as the 'WW benefit'), Visma Idella uses the same information that you provide to the UWV. This means that you must also send Visma Idella a copy of all of your correspondence with the UWV.

Visma Idella checks the information you provide to us with the UWV. If we find discrepancies or if you have provided incorrect or incomplete information, this may have consequences for your benefit.

If you have questions about the non-statutory benefit regulations or the application form, please contact us at tel. 088 – 230 26 50 on workdays between 9:00 am and 12:30 pm.

Kind regards,

Visma Idella Services Uitkeringsadministraties

Employee part Application Form for Non-Statutory Unemployment Benefit *(to be filled in by employee)*

1. Personal details

Initials and Surname _____ Male Female

Address _____

Postal code, City/town _____

Email _____

Telephone number _____

Date of birth _____

BSN _____

IBAN account number _____ A foreign account number? Then please specify the BIC code.

Marital status Unmarried Married
 Divorced Widowed Registered partnership

2. Job immediately prior to your unemployment

Name of last employer _____

3. Other activities and income

3.1 Do you have/perform activities other than the job immediately prior to your unemployment?

Yes No ► Go to question 3.2

Start date _____

Nature of the work Self-employed Political function Paid employment Unpaid employment
 Other (specify) _____

3.2 Do you have other income besides the job immediately prior to your unemployment? (such as another benefit)

Yes (specify) _____ No

4. Length of employment

4.1 Were you aged 45 or older at the start of the unemployment?

Yes No (Go to 5. Statement and signature)

4.2 Were you employed for seven or more years at a job in education or in a BWNU organisation?

(see explanation on checklist)

Yes No

4.3 Was a prior non-statutory unemployment benefit bought off?

Yes (Add documents with your application) No

5. Statement and signature (employee)

- I am familiar with the conditions and obligations associated with the right to a benefit.
(For the rights and obligations, we refer to the UWV website and the non-statutory benefit regulation applicable to you.)
- I have filled in this form completely and truthfully.
- I have included my citizen's identification number (BSN) on all documents enclosed.
- I am aware that Visma Idella will settle any excess benefit amounts paid with any subsequent payment or payments, and that benefit payments received in excess can be recovered.

Location _____

Date _____

Employees signature _____

Employer part Application Form for Non-Statutory Unemployment Benefit *(to be filled in by employer)*

6. Employer details

Company name _____
 Address _____ Postal code and city _____
 Payroll tax number _____
 Name of contact _____ Male Female
 Dept. of contact _____ Telephone _____

7. Details of employee and job

Employee name _____ Male Female
 BSN _____
 Personnel no. / ref. no. _____ Budget unit code _____
 Reason for dismissal _____
 Employment period from ____ - ____ - ____ to ____ - ____ - ____

8. Income limit for social security contributions (referred to as 'SV income')

In the overview below, please state the amount of SV income that your employee received in the 13 wage tax return periods prior to the date on which the employment ended. Please also fill in the wage tax return periods for which the employee did not receive any wages, but was still employed by you.

If you have statements in your salary records (such as the UWV statement for wage information) showing the SV income for the relevant period, you can submit these documents instead of filling in the overview below.

Explanation for overview:

- SV income (total) *Fill in the total SV income that was paid in the wage tax return period*
- SV income (accrued) *Fill in the SV income that was accrued in the wage tax return period for holiday allowance (VU) and extra periodic salary (EPS)*
- SV income VU and EPS *Fill in the amount of VU and EPS paid in the wage tax return period*

Example:

In the month of May 2012, you paid € 4,000 in SV income. This is € 3,000 in normal SV income and € 1,000 in VU. However, only € 240 in VU was accrued during this period. Complete the form as follows:

Wage tax return period	SV income	SV income (accrued)	SV income VU and EPS
01/05/2012 – 01/06/2012	€ 4,000	€ 240	€ 1,000

Wage tax return period	SV income (total)	SV income (accrued)	SV income VU & EPS
1 -	€ _____	€ _____	€ _____
2 -	€ _____	€ _____	€ _____
3 -	€ _____	€ _____	€ _____
4 -	€ _____	€ _____	€ _____
5 -	€ _____	€ _____	€ _____
6 -	€ _____	€ _____	€ _____
7 -	€ _____	€ _____	€ _____
8 -	€ _____	€ _____	€ _____
9 -	€ _____	€ _____	€ _____
10 -	€ _____	€ _____	€ _____
11 -	€ _____	€ _____	€ _____
12 -	€ _____	€ _____	€ _____
13 -	€ _____	€ _____	€ _____

Were the wages reduced after the employee reached 55 years of age in connection with career adjustments?

No Yes

Were the wages (temporarily) reduced due to illness?

No Yes, from _____ to _____

9. Statement and signature (on behalf of employer)

The undersigned declares that the information on the employer's part of the application form is true and that the enclosed documents have been checked for accuracy and completeness.

Location _____

Date _____

Employers Signature _____

Checklist of documents to be submitted (to be filled in by the employee)

Unemployment benefit

- Copy of decision to grant the unemployment benefit
- Copies of other correspondence from the UWV (do not submit copies of payment specifications)

Explanation

If you have not yet received the decision to grant an unemployment benefit from the UWV, you must submit this as soon as you received it. Your non-statutory benefit cannot be finalised until Visma Idella receives the decision statement issued by the UWV.

Personal details

- Copy of valid ID document (passport or ID card; your driving license is not a valid form of ID)

Job immediately prior to your unemployment

- Documentary evidence from your last employer confirming the start and end dates of your employment (This can be, for example: a copy of your employment contract, deed of appointment, deed of dismissal)
- Copy of most recent salary specification

Other activities and income

- Documentary evidence of your other activities and income (employment contracts, salary specifications, benefit specifications, etc.)
- If you work varying hours: overview of the hours you worked per calendar week in the 27 weeks prior to your unemployment
- If you are self-employed: a copy of your registration at the Chamber of Commerce

Length of employment

- Copy of employment contract(s), deed(s) of appointment, deed(s) of dismissal from your previous jobs in education or at BWNU organisations

Explanation

Only send these documents if you have answered "Yes" to questions 4.1. and 4.2 on the application form.

Your length of employment is important to determine whether you are eligible for a consecutive benefit.

The length of employment is counted for this purpose, if the time was spent:

1. in a job within the sectors of primary education, secondary education (VO), education and vocational training (BO), senior vocational education (HBO), research institutions, university education (WO) and academic hospitals, or
2. in a job with another employer designated by the parties in the Adherence Decision (*Volgersbesluit*, see BWNU regulation), or
3. in a job with a legal predecessor of an organisation as referred to under points 1 or 2.

The periods between the jobs may not exceed 14 months. If one of these interim periods is more than 14 months, then the previous employment period does not count for the assessment of whether you are eligible for a consecutive benefit. In this case, you also do not have to send in any proof of this previous job.

If you no longer have proof or documents for a certain period, then ask the employer in question for a statement that shows when you were employed there. Do not send in annual income statements.

Employment

- Employment history from 1998

Explanation

The Repair allowance may be applied to the benefit in connection with the shortening of unemployment benefit from 1 January 2016. In order to assess this, we request that you send us your employment history as from 1 January 1998. You can download your employment history via My UWV 'Personal data'.

Other

- Request form for application of statutory wage deductions (model opgaaf gegevens voor de loonheffing)

Explanation

If you do not send this form in, Visma Idella will not apply a wage deduction credit to your BW benefit. You can only apply the wage deduction credit to a single source of income. If you already apply it to your unemployment benefit, you do not have to send in this form.

Make sure that you have included your citizen's identification (BSN) number on all documents enclosed.