



## Questionnaire for natural persons to determine capacity

### Instructions for completing the form

1. Please write clearly and use capital letters
2. Please fill in all the relevant data. Do not make reference to appendices but copy amounts to sections in which amounts are requested
3. If you have a partner, do not forget to also complete a form for your partner
4. If the penalty was imposed in respect of a partnership – such as a general partnership – Vennootschap onder Firma or V.O.F., a professional partnership and suchlike, in addition to this form, you must also complete a form for legal entities
5. Attach all documentary evidence to the form. The appendix to this form shows an overview of the required documents
6. Send the form and the documentary evidence by E-mail to [inningen@inspectieszw.nl](mailto:inningen@inspectieszw.nl) or send the documents by regular mail to Inspectie SZW, Afdeling BDI, Postbus 90801, 2509 LV, 's-Gravenhage.

### 1 General data

Name

Street

Postal code

Residential address

Date of birth

Date of birth (DD/MM/YYYY)

Civil status

> If you have a partner, also complete a form for your partner.

If you have a registered partnership or if you are married under a marriage contract, add the deed concerned as well as an overview showing the relationships between the joint assets.

- registered partnership
- married under a marriage contract
- married in community of property
- Cohabiting
- Single

### 2 Work and income

What is your current occupation?

Employers name

How do you work?  Permanent employment at

Temporary employment at

Self-employed

What is your monthly income from this occupation?

Year	Income
Year	Income

What was your net yearly income in the last three years and what do you expect to receive this year as a net income?

(examples include professional income, rental income, pension, other benefit payments and private withdrawals from your own business you may have)

Do you have an income from a substantial interest (aanmerkelijk belang)?

Yes

No

If so, please provide details

### 3 Immovable property

Do you have owner-occupied property?

Yes

No

If so, what is the most recent assessment under the Valuation of Immovable Property Act (Wet waardering onroerende zaken or WOZ) of this property?

If so, is the property encumbered with a mortgage and what is the amount?

Do you share the ownership of the property with someone else?

Yes

No

If so, who is the other person and how is the ownership divided?

(If you do not have owner-occupied property) Do you have rented accommodation?

Yes

No

If so, what is the monthly rental? If the answer is no, how do you live?

Do you have any other immovable property such as holiday homes, offices, premises or land in the Netherlands or abroad?

Yes

No

If so, state the immovable property and its value (substantiate your answer by submitting a recent valuation report or the most recent WOZ assessment and any mortgages you may have)

### 4 Movable property

Do you have any movable property that has a value in excess of € 1,000? (Examples include a car, a vessel, art objects, jewellery and suchlike)

Yes

No

If so, state the item and its value and substantiate your answer by submitting documents.

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## 5 Assets

Do you have assets other than those referred to under 3 and 4? (examples include savings, pension arrangements or annuity insurance arrangements – both in the Netherlands and abroad -

Yes

No

If so, state the agency and the balance and substantiate your answer by submitting documents.

Name of the agency	Balance
Money in cash	

Do you have a share portfolio?

Yes

No

If so, state the institution and its value and substantiate your answer by submitting documents.

Name of the institution	Value.

## 6 Loans / Debts

Do you have any loans and/or debts? (Examples include credit facilities, student loans, loans taken out from family and suchlike)

Yes

No

If so, state the organization, the outstanding amount and the amount you pay as a monthly instalment. Substantiate your answer by submitting documents.

Name of agency	Amount outstanding	Monthly instalment

## 7 Payment obligations

Do you have any other payment obligations?  
(examples include maintenance payments)

Yes

No

If so, state the payment obligation and the monthly amount.

Description	Monthly amount

## 8 Other

Are there any facts which may be relevant to determine your capacity?  
(examples include matters like an undivided estate)

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### Please note

Please ensure that you send the documents to substantiate your financial position. In the appendix to this form, you will find the documentary evidence you must submit. If you do not include any documentary evidence, your application will not be processed.

The undersigned has taken due note of the text on the website <https://www.inspectorateszw.nl/topics/a-payment-arrangement-and-or-a-mitigation-of-a-penalty> in relation to this form. The undersigned declares to have completed this form truthfully.

If in retrospect, it is shown that this form was not completed truthfully, any payment arrangement pursuant to this form is cancelled and the full amount payable is immediately due on demand. In addition, the undersigned has read the appendix and the required documentary evidence is attached.

Name

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Date

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Signature

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## 9 Appendix

If applicable, you must attach the following documents in order to substantiate your financial position:

Description	Documentary evidence
The value of the immovable property: the principle residence and any possible other immovable properties	<ul style="list-style-type: none"> <li>The most recent property tax assessment (Onroerende Zaak Belasting or OZB) together with the value under the Valuation of Immovable Property Act (Wet waardering onroerende zaken or WOZ), or</li> <li>A valuation report certified by the Municipality showing the WOZ value, or,</li> <li>A recent valuation report certified by a recognized estate agent.</li> </ul>
The value of the movable property, luxury goods and art objects (such as a car, a vessel, a watch, jewellery, paintings etc.)	<ul style="list-style-type: none"> <li>Motor vehicle: a copy of the vehicle registration document, the chassis number, the make, the year of manufacture, the type.</li> <li>Vessel: name, the mooring place, the type, the registration notification.</li> <li>Luxury goods / art objects: such as an insurance policy, a certified valuation report.</li> </ul>
The annual income of the last three years	<ul style="list-style-type: none"> <li>The three most recent tax returns in respect of income tax and if applicable, the financial statements from an accountant,</li> <li>The three most recent tax assessments in respect of income tax.</li> </ul>
The annual income of a possible partner	<ul style="list-style-type: none"> <li>The three most recent tax returns in respect of income tax and if applicable, the financial statements from an accountant,</li> <li>The three most recent tax assessments in respect of income tax.</li> </ul>
Current employment or benefit payment	<ul style="list-style-type: none"> <li>Employment contract and the last 3 salary slips</li> <li>The details of the benefits agency and the amount of the benefit payment by submitting correspondence from the benefits agency</li> </ul>
If married under a marriage contract	<ul style="list-style-type: none"> <li>The marriage contract</li> </ul>
	<ul style="list-style-type: none"> <li>Bank statements: current account, savings account, securities account</li> <li>A statement of money in cash</li> </ul>
Pension arrangements	<ul style="list-style-type: none"> <li>A recent overview</li> <li>Correspondence which concerns commutation options</li> </ul>
Life insurance	<ul style="list-style-type: none"> <li>A recent bank statement of the premium</li> <li>Overviews from the insurer (policy document + balance)</li> </ul>
The assets of a partner	<ul style="list-style-type: none"> <li>Bank statements: current account, savings account, securities account</li> <li>A statement of money in cash</li> </ul>
Mortgage loan	<ul style="list-style-type: none"> <li>A recent bank statement showing payment</li> <li>A copy of the mortgage deed and/or</li> <li>An annual statement of the mortgage lender</li> </ul>
Study debt - Information Management Group (Informatie Beheer Groep or IB-groep)	<ul style="list-style-type: none"> <li>A recent bank statement showing payment</li> <li>The most recent annual statement of the IB group</li> </ul>
Credit card debt	<ul style="list-style-type: none"> <li>A recent bank statement showing payment</li> <li>Correspondence with the credit card company</li> </ul>
Bank liabilities and other credits	<ul style="list-style-type: none"> <li>Bank statements</li> <li>Overview(s) of a creditor</li> </ul>
Loans from family	<ul style="list-style-type: none"> <li>Several bank statements showing payment</li> <li>The loan agreement</li> </ul>
The obligation to pay maintenance	<ul style="list-style-type: none"> <li>Bank statements</li> <li>Any relevant documents such as a court decision showing the payment obligation</li> </ul>
Are you engaged in debt restructuring?	<ul style="list-style-type: none"> <li>A printout of out of the Central Insolvency Register (Centraal Insolventieregister) from rechtspraak.nl and</li> <li>A printout of the National Debt Management Register (Landelijk Register Schuldsanering), or</li> <li>Documents providing evidence of an out-of-court debt restructuring (correspondence from the Municipality)</li> </ul>