

Belgian tax system information session

June 2021



Topics



1. Fiscal residency
2. Tax filing – methods
3. Tax filing – deadlines
4. How to complete the tax form?
5. Tax assessment
6. Useful contacts
7. Questions

1. Fiscal residency

2 Types of tax payers

RESIDENTS



Resident taxation
("Personenbelasting")
("Impôt des
personnes physiques")

On world wide income

NON RESIDENTS



Non Resident taxation
("Belasting van niet inwoners")
("Impôt des non-résidents")

on Belgian source income only

Residency definition

Family home or center of economic interests in Belgium Family stay must be sufficiently long (approx. 24 months)

Presumption 1:

- Registration with Belgian commune = presumed resident
- But: refutable presumption (one can prove actual residency outside Belgium)
- **Important:** due to **residency presumption**: authorities often start resident tax file for non-residents
- Action needed: explain situation and file non-resident tax where needed

Presumption 2:

- Married persons / legal cohabitants: unity of residency (after year 1 of marriage / cohabitation)
- Place of residency = family home
- Irrefutable presumption: family home = always residency place for both partners
- **Important:** if one partner registers with commune Belgium: authorities make many mistakes and often start tax file for a single taxpayer

Conclusions:

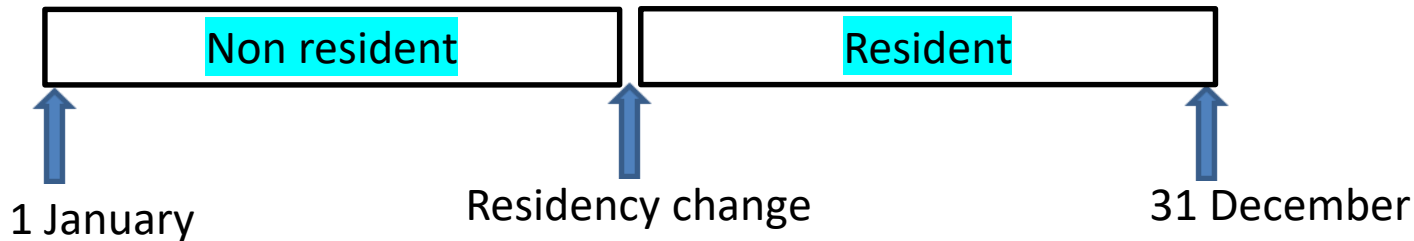
- Married or legal co-habitant: family home determines residency
- Single or de facto co-habitant: residency after 24 months
- Authorities make many mistakes = be careful
- Short term projects (< 24 months) = always non-resident

Residency change during a year

If one becomes resident or leaves Belgium during a year: the year splits = 2 two separate tax periods

Example: year of arrival in Belgium

- 1 January to date of change: non-resident period
- Date of change to 31 Dec: resident period



The resident office and non-resident office are different tax offices!

- With different timing of tax return process

Many deductions: pro rata per taxable period

- important = one needs to complete code 1199: full months (cutoff 15th/month)

Arrival in Belgium: one becomes resident

- = normal tax filing deadlines

Departure from Belgium: residency change:

- one must request and file 'special'
- tax return within 3 months (on paper – no electronic filing possible)

Non-residents:

- always normal tax filing deadlines
- if you leave Belgium, no accelerated tax filing

Leaving Belgium (if one was taxed as a resident in the past)

Need to deregister from Belgian commune (cancel presumption 1)

Married: if the family home is kept in Belgium

- The residency in Belgium continues as long as at least one partner lives in Belgium even if one partner leaves.
Family = fiscal unit

Temporary family move:

- 24 month period outside Belgium to break residency

Departure tax return ('special' tax return for resident leaving Belgium):

- **Always filing on paper (Tax-on-Web not possible)**
- Action required: you must inform local tax office and request paper tax form
- Tax filing deadline reduced: 3 months after departure date (often delayed if the tax form not yet available)
- Special form: income year 2021, tax year 2021 "special"
- Form is confusing: still refers to a prior income year (2020)

2. Tax filing – methods

Tax filing methods

Married persons and legal co-habitants: joint filing and both must sign the form (except first year)



1. Electronic filing (Dutch / French / German)

- Tax-on-web.be or myminfin.be
- Can always be used, even if paper form has been received
- except for 'special' tax return when leaving Belgium



2. Paper tax filing Flanders: only Dutch

- Becomes more and more exception
- Can be used if no electronic filing is possible (For example access problems to website)



Voorstel van vereenvoudigde aangifte Inkomstenjaar 2020 (aanslagjaar 2021)

ntvangt u een voorlopige belastingberekening op basis van de gegevens die wij

3. Simplified tax form (VVA = Voorstel van Vereenvoudigde Aangifte) – Flanders only in Dutch

- Tax authorities already include most info, available to them + tax calculation is added
- Only for resident taxpayers
- Can be on paper, but always electronically available
- Tax payer can convert a VVA into an electronic tax filing
- If no action: one is deemed to file a tax return. In case of errors: correction needs to be sent to authorities

Important:

- If a non-resident receives a VVA = action required
- Always check on errors in VVA and react if not correct => **tax payer is responsible for remaining errors!**

Support tools

1. E-box (new) : myebox.be

- Portal site to communicate with various authorities
- Informs you when new message arrives
- Not only tax information (also used by other authorities)
- Danger: message is equal to registered mail
- Use is not obligatory



2. Website Myminfin : myminfin.be

- Contains much Belgian tax information for you
- Can be used to consult documents
- Can also be used to reply to letters from the tax office



3. Assistance by a professional

- Site 'CSAM Mandates': mandate to be created before 31 August
- Mandate can be limited in time or unlimited (renews every year)
- Only one mandate can be given (only one professional advisor at one time)
- **Also available in English**
- Belgian electronic ID card needed + card reader + PIN code (commune)
- Alternative: Itsme app on mobile device or digital key

4. Tax calculator: on Tax-on-Web, a calculator is available

Electronic proxies: various types

Activate before 31 August (mandate = limited or unlimited in time)

Site: <https://eservices.minfin.fgov.be/mandates-csam/finances/>

The screenshot shows the 'My Mandates Finances' interface. At the top, there is a navigation bar with links: Home, Create, Search, and Grouped operations. Below this, a 'Personal information' section displays the user's name 'Jan Lambrechts' and address 'Mijlsteen 3, 9031 Gent'. A blue arrow points from the 'Create' link to the 'Personal information' section. Below the personal information, there is a 'Choose a mandate' section with four options: 'Tax-on-web ITR', 'Tax-on-web ITR/NRI', 'MYMINFIN', and 'CONTENTIOUS MATTERS'. Each option has a checkbox. Below the 'Choose a mandate' section, there are four blue arrows pointing up to the checkboxes. The first arrow points to 'Tax-on-web ITR' and is labeled 'Resident tax return'. The second arrow points to 'Tax-on-web ITR/NRI' and is labeled 'Non-resident tax return'. The third arrow points to 'MYMINFIN' and is labeled 'Useful info'. The fourth arrow points to 'CONTENTIOUS MATTERS' and is labeled 'File tax claim'.

CSAM | **My Mandates**
Finances

Home | Create | Search | Grouped operations

Personal information

You are connected as : Jan Lambrechts

Mijlsteen 3
9031 Gent

You can act as a mandate giver or receiver

Choose a mandate

☐ Tax-on-web ITR ☐ Tax-on-web ITR/NRI ☐ MYMINFIN ☐ CONTENTIOUS MATTERS

Resident tax return Non-resident tax return Useful info File tax claim

3. Tax filing – deadlines

Tax filing deadlines

6 different deadlines

Tax return filing deadlines for income year 2020 (tax year 2021)			
Resident taxpayers			
Paper tax form (the brown envelope)			30 June 2021
Electronic tax form (Tax-on-web)		filed by taxpayer	15 July 2021
		filed by accountant	21 October 2021
Changes to simplified form (VVA)			
on paper			30 June 2021
electronic (Tax-on-web)			15 July 2021
Leaving Belgium during a year			
Always on paper (never Tax-on-Web)			3 months after leaving Belgium
Non-resident taxpayers			
Paper tax form - taxpayer or accountant			2 November 2021
Electronic tax form (Tax-on-web) - taxpayer or accountant			2 December 2021
Leaving Belgium during a year			no accelerated due date

4. How to complete the tax form?

Example tax-on-web

Federale Overheidsdienst FINANCIEN

WELKOM IN DE TAXBOX VAN JAN REINHILDE LAMBRECHTS

TAXBOX

MIJN AANGIFTE

Document	Status	Acties
Aangifte PB deel 1 en deel 2 - Aj. 2021	In te vullen	INVULLEN

Start with this link

- You get a pre-completed overview: very useful feature
- Be careful: often the overview contains errors or is incomplete
- For the full tax form: go to the bottom and click on the link

 IK WIL ANDERE GEGEVENS TOEVOEGEN



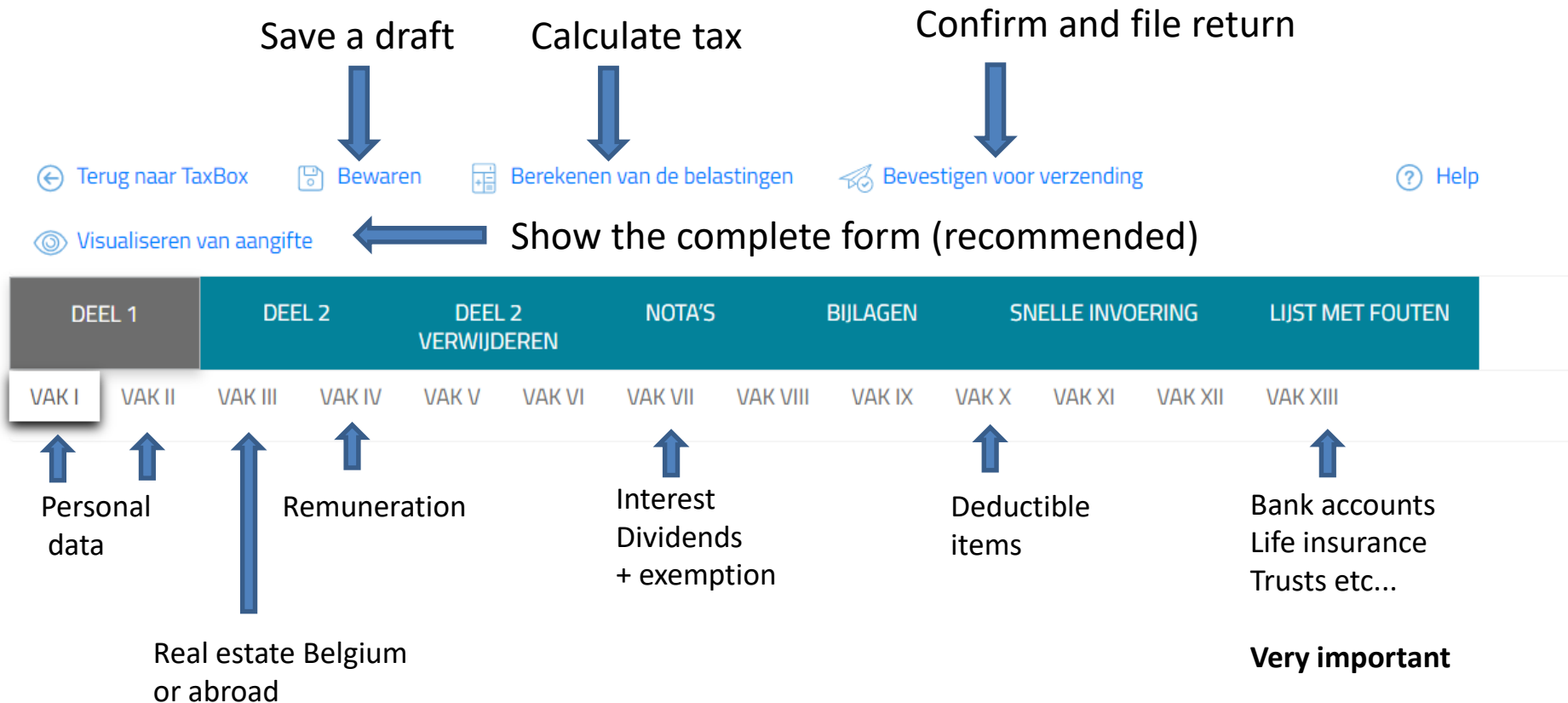
Link to the full tax form
Here you can do a full tax return

 MIJN GEGEVENS ZIJN CORRECT EN VOLLEDIG



Quick link to approve the form
Use with care !!!!

Example tax-on-web – main screen



Paper tax return

If no tax form is received and if Tax-on-Web is not used:

- Contact the authorities and request a tax document in principle before June 1

In the envelope you find

- A preparation document with all items and tax codes (similar to what you find on Tax-on-Web)
- Important: the preparation form is not a valid tax return – do not file this doc!
- A short tax form (this form will be scanned by authorities)

Complete the tax form:

- Only the item numbers and amounts from the preparation document
- Sequence of items is of no importance
- If you live alone, enter the information in the left hand column; If you are married, enter the information of the male partner in the left hand column (same gender = oldest partner).
- Left hand column: start with digit 1 or 3 / right hand column: start with digit 2 or 4
- Date and sign the form (partners = 2 signatures required)

Submit with the scanning centre (Ghent for Flanders) on 30 June

- Sent back before or some days before the deadline day or drop in mail box tax office
- on this day, the form must be in the mailbox of authorities

Resident tax return – important to know

Belgium in general only taxes income and not value of assets

- UGent employees : fiscal file 281.10
- Tax exemption on Belgian / international scholarships (PhD and Post-doctoral)

World-wide income to be reported in tax return. Controlling tools:

- International exchange of tax information (CRS)
- Banks do check origin of inbound funds

Main taxable items

- Taxable salaries (fiscal file 281.10)
- Land and houses in Belgium but also all houses abroad
- Dividend and interest income, earned in Belgium and abroad (exemption of 800,00 Euro/partner for dividends can be taken)
- Income from intellectual property (royalties etc...)
- Capital gains: usually exempt (there are exceptions)

All scholarships are exempt from paying income taxes in Belgium

- Complete personal information
- Mention 'nihil' (0) as income
- Tax can be zero, but refunds still possible (dependent children / service vouchers)
- Sign and return
- Add a Dutch copy of the scholarship agreement

- www.Ugent.be => Athena => APOLLO



Apollo
Office

UNIVERSITEIT GENT

APOLLO

Terug Verder Historie Favorieten

Home Personeel Financiën Welzijn en Milieu Instellingen

Kalender Mijn gegevens Loonbrief Organisatiebeheer HR rapporten Delegaties Evaluatieproces Vorming Loopbaan Aanwerving

Personeel > Loonbrief

Loonfiche 281.10

Jaar

Selecteer een jaar, en klik op "weergeven". Wacht dan tot uv

FICHE Nr. 281.10 - JAAR 2020						Pagina 1	
1. Nr.			2. Datum van indiensttreding: van vertrek:				
3. <u>Schuldenaar van de inkomsten:</u>							
NN of ON:							
4. Afzender:							
Geadresseerde:							
5. Gezins- toestand							
Echt.		Kind.		Andere		Diverse	
6. Burg. stand:				7. Nr. paritair comité:			
8. Nationaal nr. of FIN of geboortedatum en -plaats:							
9. BEZOLDIGINGEN (andere dan bedoeld in 13, 14a en 15a):							
a) Bezoldigingen (1):							
b) Voordelen van alle aard: Aard:							
c) Getrouwheidszegels:							
d) Aandelenopties: %: %: %: <input type="checkbox"/> Buitenlandse vennootschap							
1* Toegekend vóór 2020:							
2* Toegekend vóór 2020:							
TOTAAL (9a + 9b + 9c + 9d, 1* + 9d, 2*):							250

250 on 281.10 form becomes
1250 or 2250 on the
tax form

Typical deductible items

Miscellaneous

- Pension savings with Belgian provider (best up to 960 Euro per partner)
- Service vouchers (titres services) – also tax credit if no or insufficient taxable income (can result in refunds)
- Qualifying charities, but only in EU
- Child care expenses (up to 14 years (21y handicap) : 13,00 Euro/day) – tax payer must calculate the limit

Alimony pay (for example ex partner / children ...)

- 80% is tax deductible (regular payments required)
- But: beneficiary in Belgium is taxed on 80%
- Beneficiary outside Belgium:
 - Some countries: withholding tax requirement (tax treaties matter)
 - Always: fiche 281.30 to be filed before 1 March

Watch out – special obligations

Bank accounts outside Belgium: must be reported separately National Bank Belgium

- Account number + bank identification
- Each account to be separately registered (opening + closing)
- Annual tax return : confirm that reporting was done: code 1075 of tax return and disclose country – to be done per partner

Brokerage tax on purchase and sale of securities (including transactions outside Belgium).

- If not settled through bank: specific tax forms to be filed during the year

Security accounts above 1.000.000 Euro

- Belgian bank withholds tax of 0,15% on investment value
- Foreign banks can opt in for withholdings;
- **If no opt in: tax filing obligation – special tax form**

Individual life insurances outside Belgium: to be reported in code 1076

- Disclosure of person who took the insurance + country

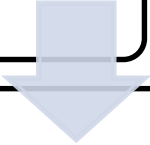
Use of trusts or low tax intermediary structures

- Disclose under code 1077

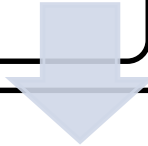
5. Tax assessment

Tax assessment

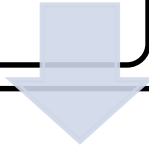
Tax document to complete

- As resident on non-resident => different deadlines and different forms
 - Fill in and file before the deadline
 - Three methods (paper, online or VAA)
 - Preliminary tax calculation available online
- 

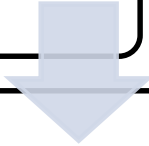
Assessment of the tax document

- After tax return and before June 30 of next year: tax is assessed
 - If more information is needed => the tax office will contact you!
- 

Tax assessment letter

- Calculation of the taxation in detail
 - You don't agree? Appeal within six months!
- 

Payment or reimbursement

- If tax to be paid: 2 month deadline (after assesement)
 - Refund is made 2 months after assessment
 - If tax to be refunded: do not forget bank account on tax form that it is still open!
- 

In case of errors

- Limited deadline of 6 months to file a tax claim (paper or Myminfin)
- For certain specific matters (e.g. child deduction / married partner deduction...): 5 years time to request corrections

6. Useful contacts



How to contact the Belgian tax administration?

Information point	Source	
General website fiscal administration	https://finance.belgium.be/en/private-individuals	Also English
For general questions and e-services: Contact Centre FOD Financien	https://finance.belgium.be/en/contact	Also English
	02 572 57 57 - working days from 8.30 a.m. to 5 p.m.	
Questions about your personal taxation file: local tax office ('Lokale Taxatiedienst')	https://finance.belgium.be/en/offices	Partly English
Resident in Ghent	CENTRUM P GENT / AFD BEHEER GENT Gaston Crommenlaan 6 Bus 501 9050 Gent Telefoon : 02 579 20 30 E-mail : p.gent.afd.beheer@minfin.fed.be Open 9 - 12 am (in June up to 3 pm)	
Non-resident in Belgium	Beheer en dienstverlening Belasting niet-inwoners BNI 1 Gaston Crommenlaan 6 bus 516, 9050 Gent telephone: 02 575 46 00 e-mail: p.bru.bni1@minfin.fed.be	
Institute of Chartered Accountants	https://www.ita.be/nl/home/	Partly English

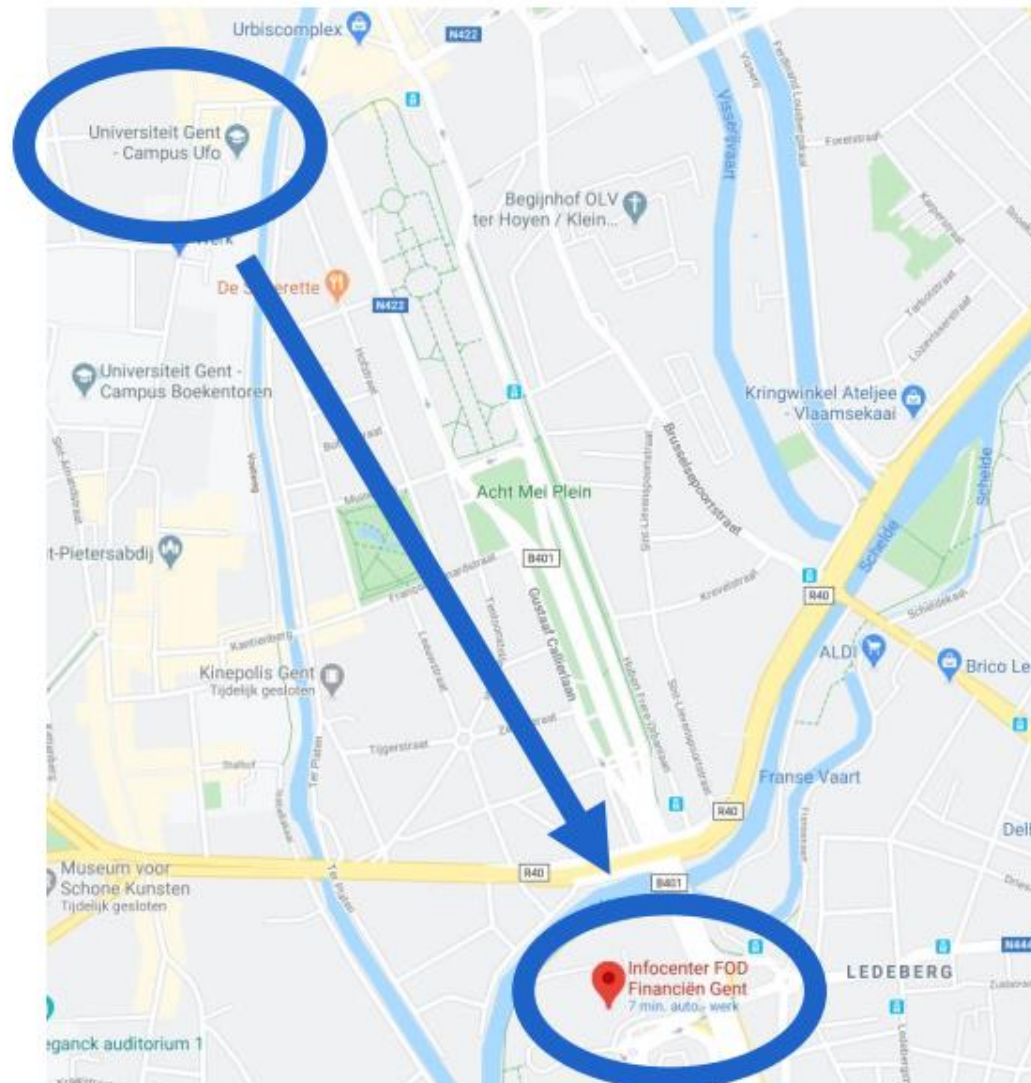
The offices of the Finance are currently closed.

- Help is only offered by phone.
- Make an appointment through the website: <https://finance.belgium.be/en/private-individuals/tax-return/return>

How does that work?

- Have your identity card ready and call the number
- You will get an appointment.
- An employee will call you on the day of your appointment to complete your declaration with you.
- You will then receive a document by post to review, sign and return to complete your declaration.

Where to find the Belgian tax administration?



7. Questions

DPO

email : international.employment@ugent.be

www.ugent.be



- Universiteit Gent
@ugent



- @ugent



- Ghent University