

Help to fill in employer's statement

Dear employer,

Your employee has submitted an application for a mortgage to a lender. And that is why we ask you to complete the enclosed employer's statement. It is important that the employer's statement is correctly completed. To avoid extra work, it is important that you complete the declaration according to the guidelines below.

General:

- The employer's statement must be completed by 1 person. Only the statement of continuation of employment may be completed by another person. For example, the manager.
- We request that you fill in the statement with one color of ink. Different colors are generally not accepted.
- Corrections, such as strikethrough and Typex, are not allowed. If you have made a mistake, there is unfortunately no other option than to fill in a new form.
- All questions must be completed / ticked.

Data employer

- Under employer name, enter the full name of the organization with which the employee has the employment contract, not the trade name, if any.
- At the employer's address, you may enter both the business address and any PO box number.
- The zip code must be associated with the address. We regularly see that the business address is entered with the postal code of the PO box.
- As a rule, the telephone number must be a fixed number, but it is not always possible to state a fixed number.

Employee data

- In the name of the employee, you also enter the birth name if this is the case.
- The date of commencement of employment must correspond with the date stated in the employment contract and stated on the salary slip.
- The position must exactly match the position stated on the salary slip or employment contract.

Nature of the employment

- In the case of a fixed-term employment contract or temporary employment, it is important that the stated start and end dates correspond with the dates in the employment contract.
- All questions must be completed / ticked. This also applies to the Director / Shareholder field. It goes without saying for many employees that they are not a director or shareholder, but we still request that you really tick this box in this field.

Statement of continuation of employment

- You must fill in this section for a fixed-term employment contract or temporary employment contract.
- The section must be filled in completely;

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- The section must be signed separately.

Income

- The gross annual salary must be equal to 12 times the salary stated on the salary slip submitted, or 13 times in the case of a four-week salary. A common situation is that the employer's statement already takes into account a future salary increase. If this is the case, we request that you declare on company letterhead when the increase will take effect and that the increase is irrevocable. Another point of attention is that the actual salary must be entered, so for part-timers not the salary on a full-time basis.
- The holiday allowance is calculated as stated in the employment contract, so for example as 8% of the gross annual salary. For holiday vouchers, the total value of the vouchers must be entered over the past 12 months.
- If there is a structural irregularity allowance, commission and / or overtime, then enter the total payment of the past 12 months. By the way, "structural" means that it is generally known that irregularity, commission or overtime is part of the job.
- A fixed payment, such as a 13th month or year-end bonus, is fixed if it has been unconditionally agreed in the employment contract.
- If point 8 is completed, 4) must also be stated after the description (see footnote 4).

Loans / Wage Attachment

- It is possible that there is a private loan (eg bicycle plan) or wage garnishment (eg alimony).

Signature

- The signature must be complete and dated.