

Service Agreement Van Passe B.V.

This service agreement sets out the terms between Van Passe B.V. (hereinafter: “Van Passe B.V.”) and the client (hereinafter: “Client”).

1. Our Services

With Van Passe you receive a fixed package. The following services are included:

Service	Description
Administration	Support in keeping the Client’s administration up to date.
VAT Returns	Four VAT returns per year are filed by the Contractor, provided the applicable conditions are met.
Income Tax	Filing of the Client’s income tax return is included (under the applicable conditions).
1-on-1 Calls	One personal call per month, to be scheduled by the Client , for questions and support.
Unlimited Q&A	The Client may always ask questions regarding administration and tax matters. The Contractor provides advice based on the questions submitted, and will address issues if something comes to the Contractor’s attention. Outside of this, the Client is responsible for actively requesting advice .
Online App Access	Access to the Client’s personal MoneyMonk account for administration, document management, and financial insights.

Other Services:

Service	Description
One-time Projects	Van Passe B.V. also offers one-time projects. After completion, the collaboration ends automatically unless otherwise agreed.

Our services and pricing are based on the timely and complete submission of data by the Client.

2. Pricing and Additional Services

Service	Rate (excl. VAT)
Standard Monthly Fee	€63,- <i>The standard fee will be increased to €70 (excl. VAT) as of January 1st, 2026.</i>
One-time onboarding costs	<i>€75 to €200, depending on the initial volume and complexity of the financial records</i>

Surcharge for an additional administration or business activity	€20,- per additional administration
OSS Return per Month	€10,-
Invoice Processing Service per Month	€20,- <i>Only upon request, optional additional service</i>
Extra big Questions/Work (Hourly Rate)	€75,-
Extra Costs for Late Submission	Ranging from €50,- to €200,-, depending on urgency
One-Time Projects	Negotiable, depending on the complexity and scope of the project
Reactivation of the VAT identification number and the tax number	€300,-
Financial forecast	€350,-
Annual financial statements	€350,-
IND statement (for Dutch Immigration and Naturalisation Service)	€375,-

For large or additional requests outside the regular service scope, an hourly rate of €75,- (excl. VAT) applies. Costs will be communicated in advance and confirmed in writing.

3. VAT Returns

Condition	Description
Duration of Agreement	Van Passe B.V. will only process the VAT return if payment for the full quarter has been received. This means that if the subscription is cancelled or payment is not made before the final month of the quarter (March, June, September, or December), the VAT return for that quarter will not be processed.
Late Submission	If documents or information are submitted close to a deadline, extra costs ranging from €50,- to €200,- may apply, depending on urgency.

4. Income Tax

Condition	Description
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Duration of Agreement	The client must be a customer for a minimum of 12 months within the relevant calendar year and is required to fully pay for those 12 months to qualify for the income tax return service. This does not apply to entrepreneurs who started their business within the same calendar year. A small fee may be charged in exceptional cases, which is always discussed in advance, especially for starters who begin near the end of the year.
Termination within 12 months	If the client terminates the agreement within 12 months, the income tax return will only be filed in exchange for an additional fee.
Special Cases	Van Passe B.V. reserves the right to refuse the income tax return or to charge an additional fee if the conditions are not met. This is assessed on a case-by-case basis and communicated with the client in advance.

5. Duration and Termination

Condition	Description
Duration of Agreement	The agreement is entered into for an indefinite period and always ends on the last day of the month in which the termination is made.
Termination Method	Termination must be submitted in writing via email or WhatsApp.
Termination Conditions	Upon termination, the provisions of Article 3 and Article 4 regarding VAT and income tax apply.

6. Other Provisions

Condition	Description
General Terms and Conditions	This agreement is subject to the General Terms and Conditions of Van Passe B.V.. Any general terms and conditions of the Client are explicitly excluded.