

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 with updating and processing your administration. The average processing time is approximately 15 working days. During VAT months, processing times may be longer due to increased workload.
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-off projects. The scope and duration depend on the complexity, which we assess in advance.

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

Van Passe B.V. uses the calendar year (January 1 through December 31) as its financial year.

2. Pricing and Additional Services

Service	Rate (excl. VAT)
Standard Monthly Fee	€70,-
One-time onboarding costs	€75 to €200, depending on the initial volume and complexity of the financial records
Surcharge for an additional administration or business activity	€20,- per additional administration
Monthly VAT return per Month	€30,- <i>Additional to the monthly subscription</i>
Invoice Processing Service per Month	€20,- <i>Only upon request, optional additional service</i>
Extra big Questions/Work (Hourly Rate)	€125,-
Additional costs for incomplete, incorrect or late submissions	Ranging from €50 to €200, depending on volume and urgency
Additional costs for frequent private transactions on the business account	Ranging from €50 to €200, depending on the volume
One-Time Projects	Negotiable, depending on the complexity and scope of the project
Reactivation of the VAT identification number and the tax number	€400,-
Financial forecast	€400,-
Annual financial statements	€400,-
IND statement (for Dutch Immigration and Naturalisation Service)	€400,-

Apply for or change a provisional tax assessment (voorlopige aanslag)	€175,-
Migration tax return	€75,-
Partner tax return	€125,-
Urgent income tax rate	€100,-
Applying for a payment arrangement	€125,-

For large or additional requests outside the regular service scope, an hourly rate of €85,- (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 prepare and file the VAT return if the Client has paid the Periodic Fee for the entire VAT quarter and for the applicable VAT filing month.
Late Submission	If documents or information are submitted close to a deadline, extra costs ranging from €50,- to €200,- may apply, depending on urgency.
Supplementary filing or corrections	If Van Passe B.V. is required to perform a supplementary VAT filing or corrective work due to incorrect, incomplete, or late data submission by the Client, such work shall be considered additional services. The related costs will be invoiced separately based on the time and effort required.

4. Income Tax

Condition	Description
Duration of Agreement	<p>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.</p> <p>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.</p>
Income Tax Planning	<p>Van Passe B.V. aims to prepare and file the income tax return in the calendar year following the relevant tax year.</p> <p>The exact planning and order of execution are determined by Van Passe B.V. The Client acknowledges that the income tax return is not typically prepared during the period from March 1 to May 1 and that no rights can be derived from this period.</p>
Termination within 12 months	<p>If the client terminates the agreement within 12 months, the income tax return will only be filed in exchange for an additional fee.</p>
Additional fee for termination at the end of the calendar year	<p>If the client terminates the agreement and is no longer a customer in the new calendar year, but Van Passe B.V. still handles the income tax return for the preceding year, an additional fee will apply for storing and managing the administrative records and keeping the client's file accessible.</p> <p>The amount of this additional fee will be communicated and confirmed in writing in advance and depends on the scope and completeness of the administration provided.</p>
Special Cases	<p>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.</p>

5. Duration and Termination

Condition	Description
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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.
Backlog work	If the agreement (also) concerns bringing administration or tax returns for previous financial years up to date, the Client must provide all required information in full within 6 months after the start of the agreement. If this period is exceeded, Van Passe B.V. is entitled to terminate the relevant work and to invoice the hours already spent at the applicable hourly rate. Amounts already paid will not be refunded.