

ENTER OR CHANGE A TAX CARD

HrOnlineLux 29_01_Enter or change a tax card_HR

All tax cards are automatically copied from one year to another.

All you need to do is change the new tax card in HRonline (change the card number, mileage expenses etc.), upon receipt of the paper version sent by the Administration des contributions directes (Luxembourg tax office).

PS: Remember to enter the date the card is submitted so that all previous documents can be reviewed and changed if there is a change from one year to the next.

! *A new tax card is issued by the Administration des contributions directes each time there is a change in the employee's private life and career (marriage, moving house, change of company, etc.)*

Salary Data

Payslip related | Additional Salary Data | Fast Actions | Rep

DUPONT Alain [80002984]

Recurring Payments/Deductions

Remuneration

Legal Data Luxembourg

Legal Data Luxembourg Declaration

Income tax card Nr D000XXX000

Main income tax card ☒

Tax Class 100

Income tax rate 0,000

☒ Standard tax calculation

☐ Pension tax calculation

[View Details...](#)

20.10.2016 - 31.12.9999

[Change](#) [Copy](#) [Delete](#)

[Add](#) 1

1 Go to Salary Data> Payslip related> Legal Data Luxembourg and click Edit, Copy or Add.

- !**
- *Edit: If adding information that you did not have in your possession at the time you entered or corrected the details,*
 - *Copy: copy the last existing card (in general: from one year to another)*
 - *Add: creation of a new tax card, if there are changes due to receipt of a new card issued by the Administration des contributions directes (change of address, status, etc.)*
 - *If you Copy or Add, this automatically closes the previous information (end date 31.12.9999 changes to the actual end date, e.g. 31.12. 2014).*

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Legal Data Luxembourg	
Legal Data Luxembourg	Declaration
Start Date 1	20 . 10 . 2016 *
End Date	31 . 12 . 9999 *
Income tax card Nr	D000XXX000
Main income tax card	<input checked="" type="checkbox"/> 2
Tax Class	100 ▼
Income tax rate	0,000
<input checked="" type="radio"/> Standard tax calculation <input type="radio"/> Pension tax calculation	
Hide All Details	
Income tax exemption	<input type="checkbox"/>
Undelivered card	<input type="checkbox"/>
Card given to employee	<input type="checkbox"/>
Handover date	22 . 10 . 2016 *
Remark card	
Nr of income tax cards	1
Issuer	RTS Luxembourg ▼ *

CIS !	25,00
CIP	0,00
CIM	0,00
Currency	EUR
Travel expense (FD)	214,50
Tax allow. exp. (FO)	0,00
Special exp. (DS)	0,00
Extr. expenses (CE)	0,00
Spouse discount (AC)	0,00
Remark	
Social Insurance number	1978112400000 *
Social Insurance Regime	General Regime [00] ▼ *
Social Insurance Qualification 3	Normal Occupation [01] ▼ *

- 1 Several cards can be issued over a year, so it is important to enter the start date on the card.
- 2 The tax rate must be completed if the card is not submitted (generally 33%) or a second tax card is submitted (usually 15%). Otherwise, select **Main Income Tax Card**.
- 3 Consider changing the regime according to the contract (student, intern, freelancer).
- ! **Monthly data.**

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! When entering data for trainees and students, remember that they may be exempt from tax and are subject to a specific regime.

Income tax exemption	<input checked="" type="checkbox"/>
Undelivered card	<input type="checkbox"/>
Card given to employee	<input type="checkbox"/>
Social Insurance Regime	Interns / Students [01] ▼ *
Social Insurance Qualification	▼ *
	1 Intern assimilated e [04]
	2 Non tripartite train [05]
	3 Students [03]

- 1 Students: exempt from tax the first 2 months.
- 2 Intern with the same status as an employee: taxed, do not tick.
- 3 Tripartite Trainee (tripartite contract: trainee, higher education institution and employer): Tax exempt the first 6 months.