



What to do with official letters from government institutions?

Don't ignore them!

There are 2 types of tax letters:

1) TAX LETTER FROM THE PROVINCE OF ANTWERP



One such letter is the tax bill from the provincial authorities. All students registered in Antwerp will receive an annual notice for payment

As a resident of the province of Antwerp you are subject to this annual provincial tax. This tax is around 40 euro and to be paid at the beginning of each year.

WHAT SHOULD YOU DO?

the letter looks like the image above. in the pink part below you will find the instructions (IBAN with reference) you need to make the transfer. It is important to use the same structured reference.

2) TAX LETTER FROM THE GOVERNMENT "INCOME TAX"



This tax form comes in a big brown envelope with a lot of papers. This letter is sent from the Federal Public Service of Finance to indicate your income. Even though, international students are exempt from paying this tax as well, it is crucial though that you respond to this letter as soon as possible. If you do not respond within two months, you will need to pay the tax, plus additional administrative costs which can be high!

WHAT SHOULD YOU DO?

Send an email to ctk.db.antwerpen.distr4@minfin.fed.be saying that you have well received their letter, but that you are an international exchange student and thus exempt from this tax. Attach a copy of your study certificate (the one you can find in SisA) and ask them to confirm the receipt of your email.

In a nutshell, you should send an email with:

- Copy of your tax letter in attachment
- Proof of study certificate in attachment
- Suggested text: "I would like to inform you that I have received the letter for the income taxes. I am a foreign student at the University of Antwerp. (please find my proof of registration in annex). I have no income in Belgium and therefore exempt from paying this tax. Could you please confirm that this tax is not applicable to me?"

Kind regards,
International Relations Office
Gratiekapelstraat 10, 2000 Antwerpen.
Opening hours: Monday to Thursday from 10-13h or by appointment