

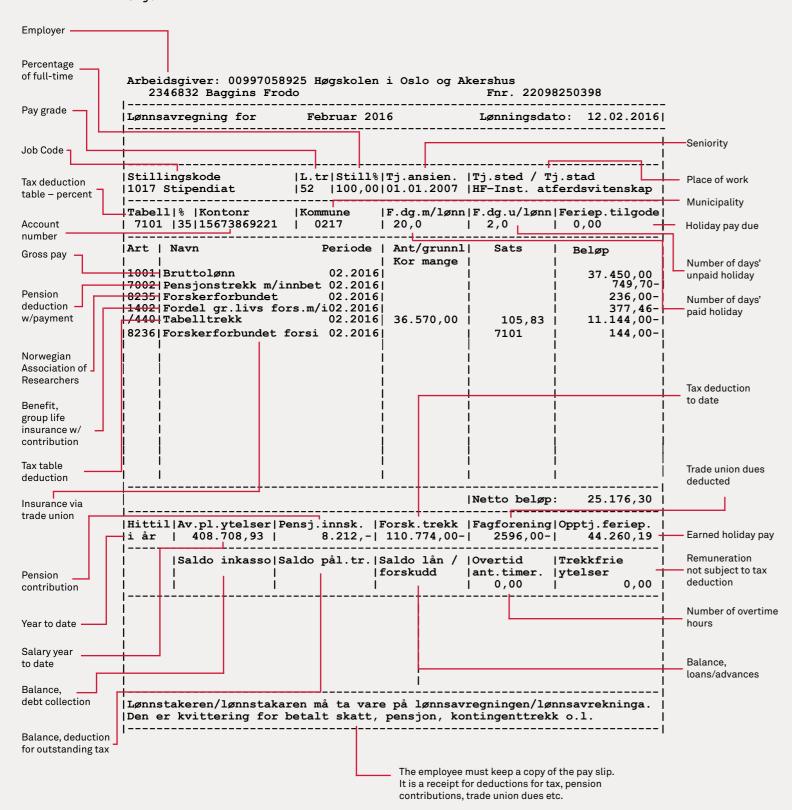
# **Understanding your payslip**



Baggins Frodo Hobbit Road 10B 9000 SHIRE Høgskolen i Oslo og Akershus Postboks 4, St. Olavs plass 0130 Oslo

Org.: HF-Inst.atferdsvitenskap

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# Salary and remuneration

Information for persons receiving salary or remuneration from Oslo and Akershus University of Applied Sciences (HiOA)

Norwegian authorities require all foreign recipients of salary or remuneration to have a D-number or a Norwegian tax card. A D-number consists of 11 digits and corresponds with the Norwegian identity number. The tax authorities in Norway issue both. A D-number is required for the authorities to be able to identify you.

#### D-number

Please note that HiOA need your D-number before we can pay your salary or remuneration. Without the D-number, we are required to withhold (50%) tax on salary taxable to Norway. Norwegian authorities will repay the tax deducted the following tax year, given that the D-number or a Norwegian ID number has been provided.

To obtain a D-number or Norwegian tax card (This does not apply to employees working in Norway) If you do not have a D-number or Norwegian tax card, we will assist you in obtaining one from Norwegian authorities. In order to apply for a tax card, please ensure that you have the following documents:

- Signed authorization to apply for a D-number
- Copy of your passport
- A completed form RF1209 «Application for tax card for foreigners»

If you are staying in Norway, please contact your local tax office.

Once you have all this in place, please send it by post to the payroll division:

Høgskolen i Oslo og Akershus Attn: Salary Department Postboks 4 St. Olavs plass NO-0130 Oslo, Norway

If you have questions regarding the regulations for salary or remuneration, please contact the Human Resources (HR) at your unit.

When you receive an answer from the tax authorities in Norway, you must forward this to

Høgskolen i Oslo og Akershus Attn: Salary Department Postboks 4 St. Olavs plass, NO 0130 Oslo, Norway

#### Specific guidelines for (your country) citizens

If you are a (country) citizen and associated with the (country) social security, please be sure to send an A1 / E101. This is a confirmation of membership benefits from the (country) authorities.

To register the A1 / E101 form, you need the name, address and registration number of the Oslo and Akershus University of Applied Sciences (HiOA):

Oslo and Akershus University of Applied Sciences (Høgskolen i Oslo og Akershus) Pb 4 St. Olav's plass NO-0130 Oslo, Norway Registration number 997058925.

You must also send a confirmation that you will receive salary or remuneration from us.

Please note it may take some time to get an answer from the (country) authorities.

### Information on banking Services in Oslo

We advise you to choose one of these following banks to open your account:

### DnB (Majorstuen)

Contact address: Kirkeveien 59, 0366 Oslo

Website: dnb.no

Telephone: 04800 (from abroad + 47 915 04800)

Please make an appointment before you drop in to register.

NB: Please note that it can take up to 2 months to get the account activated.

To register as a new customer you will need the following documents:

- D Number or Norwegian ID number
- Valid passport
- Tax card
- Residence permit (must be valid for more than 3 months.)
- Employment contract

or

# Nordea (Majorstuen)

Contact address: Kirkeveien 64, 0364 Oslo

Website: nordea.no

Telephone: 06002 (from abroad +47 232 06002)

You can drop in to open the account and you do not need to make an appointment. NB: Please note that it can take up to 5 weeks to get the account activated

To register as a new customer you will need the following documents:

- D Number or Norwegian ID number
- Valid passport
- Tax card
- Residence permit (must be valid for more than 3 months.)
- Employment contract
- Recommendation letter from the current / former bank

#### **Useful Links**

Information about taxes:

Taxnorway.no

About HiOA:

hioa.no/eng/About-HiOA/International-Careers

Information about your pension:

Spk.no

General tax conventions between Norway and other states

regjeringen.no/id417330

Insurance at HiOA

https://tilsatt.hioa.no/en/insurance



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