

Apply for tax card and Danish personal tax number: (CPR no.) for non-Danish employees
 We can't generate your tax card and/or personal tax number until 1 month before you start your job in Denmark.

Employer	Name and address	CVR no.
		Corporate form
		Phone no.
		Email

If we have questions about your employment, we can process your case faster if we can contact your employer by phone or email.

Employment <i>Attach a copy of your signed employment contract</i>	Permanent or temporary employment?	Trial period?	Employed in a temp agency?	If yes, also attach a copy of your employment contract/job confirmation stating your first working day and the CVR no. of the business.
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	First working day DD/MM/YYYY	Last working day DD/MM/YYYY	End of trial period (Enter the date your trial period ends)	
	Monthly pay (average) in DKK	Do you have a fixed workplace?	Is your workplace and the address of your employer the same?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address of workplace				

CPR no. (civil reg. no.)	Do you have a Danish CPR no.?	Do you remember your Danish CPR no.? Your CPR no.	Tax identification number (TIN) in your home country
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Gender	Do you live in Sweden?	Attach a photo of your passport or ID card (both front and back of card) and, if <i>Swedish citizen</i> , your personal certificate (Personbevis) A photo of the passport/ID card must show the name, gender, nationality, expiry date and date of birth. The photo or copy should be easy to read, in colour and show the entire document.
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	First name(s)	Surname	
	Date of birth DD/MM/YYYY	Place of birth (country and town)	
	Email	Phone no.	

If we have any questions about our application, it will speed up the processing if we can contact you by email or phone.

Citizenship	Are you a citizen of an EU country, Liechtenstein, Switzerland, Iceland or Norway?	In which country are you a citizen?	Do you have a Danish residence and work permit?	Attach a copy of your Danish residence and work permit
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Enter the number of days you expect to work in Denmark			

Spouse	Are you married?	Attach a copy of your marriage certificate and/or a copy of your family certificate. If you already have a Danish CPR number, there is no need to fill out information about your spouse.		
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Name of spouse (Enter the full name of your spouse after the marriage)			
	Date of birth of spouse DD/MM/YYYY	Place of marriage (country and town)	Date of marriage DD/MM/YYYY	
	Do you live with your spouse in Denmark?	Does your spouse work in Denmark?	Does your spouse have a Danish CPR no.?	Enter CPR no. of your spouse
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Home address in Denmark	Do you stay in Denmark while working in Denmark?	Where do you spend the night while working in Denmark?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Owner-occupied residence	<input type="checkbox"/> Rented apartment	<input type="checkbox"/> Housing provided by employer	<input type="checkbox"/> Hotel/Bed and breakfast
		<input type="checkbox"/> Other			
	Street and no. of house (Floor/apartment no.)	Postcode	Town		

Address in home country	Do you still have a residence in your home country?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Enter your address in your home country			
	Name of street	House no. (floor, door, apartm. no.)		
	Postcode	Town/district/region	Country	
If you enter your home country address, we will register it in the Danish Central Personal Register (CPR) and use it when we send you important letters.				
	How often do you travel to your home country?			
	<input type="checkbox"/> Every day	<input type="checkbox"/> At least once every 2 weeks	<input type="checkbox"/> At least once a month	<input type="checkbox"/> Less frequently
Here you can write more about your housing situation in Denmark, or about your travel pattern, such as how many days you stay in your home country each month. You can't use the comments field to ask questions to the Danish Tax Agency.				

Deduction for transport between home and work	Do you want to claim a deduction for transport between home and work?	If yes, enter the total deduction for transport for the period you work in Denmark.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year	the total deduction for transport between home and work
Deduction for travel expenses	Do you want to deduct expenses for food and accommodation?	If yes, enter the total deduction for travel expenses for the period you work in Denmark.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year	the total deduction for travel expenses
Union membership and unemployment fund	Do you pay contributions to a union and/or unemployment fund?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Year in which you have contributed to a union membership	Union membership contributions for the year (maximum DKK 7,000).	
	Year in which you have contributed to a union membership	Union membership contributions for the year (maximum DKK 7,000).	
Year in which you have contributed to an unemployment fund	Unemployment fund contributions		
Year in which you have contributed to an unemployment fund	Unemployment fund contributions		

Deduction for transport between home and work

You can claim a deduction for transport between home and work if your journey to and from work is more than 24 km (12 km each way). You can't get a deduction for transport between home and work if your employer pays for your transport or if you have a company car available to you.

If your journey to work is very long, there are stricter requirements for documentation of your deduction for transport between home and work. If you travel by ferry or plane for some or all of the journey between your home and work, you can get a deduction for your documented expenses for ferry or plane tickets.

Get help calculating your deduction at skat.dk/calculate-deduction

If you don't know the amount yet, you can add it later via our self-service system E-tax (TastSelv).

Read more at skat.dk/deduction-transport

Deduction for travel expenses

You are entitled to a deduction for travel expenses if you meet the conditions. You have to be away for at least 24 hours and spend the night away from home. Your workplace must be temporary and be so far away from your home that it is not possible for you to spend the night there. You can't get a deduction for travel expenses if your employer covers your expenses as per account rendered, such as free food and/or free accommodation, or pays a tax-free allowance at standard rates.

Read more about the rules at skat.dk/travel-deductions

Processing of personal data

Under the General Data Protection Regulation, we are obliged to inform you of how we treat personal data about you and your personally owned business.

Read more at www.skat.dk/personal-data

Submission of form

By e-mail

Send us the information by using the English-version contact form.

1. Go to www.skat.dk/contact
2. Click 'Individuals'.
3. Click 'Danish tax matters'
4. Click 'Alternatively, send an email without logging on'.
5. Click 'Individuals'
6. Click 'Tax registration upon arrival to Denmark' and then 'Working temporarily in Denmark' (form 04.063).
6. Write your message in the message field.
7. Fill in the empty fields and attach the form

By post

Please send the form to:

Skattestyrelsen
Postboks 9
4930 Maribo

When your application has been processed

Your employer will receive a message from us via DigitalPost when your personal tax number is ready. We will also say when your digital tax card is ready.

If you have provided your email address in the form, we will also send you a message when we have processed your application.

Other information if you are a non-Danish worker in Denmark

Please be aware of the following after receiving your tax card and personal tax number:

If you bring a vehicle into Denmark

If you import a vehicle to Denmark, it may have to be registered with Danish number plates 30 days after your arrival at the latest. Read more at skat.dk/foreign-vehicle

If you are an EU citizen

If you are an EU citizen and expect your stay in Denmark to be more than 3 months, you need to submit your application for a residence document within these 3 months. For further information in Danish, please see www.newtodenmark.dk (the Danish State Administration) under 'EU-ophold' (Stays in EU countries).

Are you subject to full tax liability to Denmark?

Full tax liability means that you must inform the Danish tax authorities about all your income including your salary, other income and assets – even those outside Denmark. It also means that you will be taxed on all of it in Denmark. We recommend that you change your preliminary income assessment/tax card as soon as possible if you have income from outside Denmark or if you live in Denmark or work outside Denmark or live outside Denmark and work in Denmark.

If Denmark and your home country have signed a double taxation agreement, your home and interest may have an impact on to which country you have to pay tax.

If you are subject to full tax liability to Denmark and if at the same time you are subject to full tax liability to your home country, you are liable to full tax liability to two countries at the same time. So, you will be subject to full tax liability in the country where you spend most of your time or where you have the most affiliation, and you will be subject to limited tax liability to the other country.

Read more about this at www.skat.dk/english > Individuals > Income, preliminary income assessment and tax assessment notice > Other tax issues > Cross-border commuters > Working in Denmark but living in another country > Select 'Dual residence: Full tax liability in both Denmark and your home country'.

If you stop working

If you stop working in Denmark and leave the country, you can complete form 04.069 to provide information for your tax assessment notice.

It is important that you do not close your bank account in Denmark until after the tax assessment notice is available in the year after your employment ends. If you do close your account, we are unable to refund any overpaid tax.

If you need help

Please call us on tel. +45 72 22 28 92 if you have any questions.