



CHECKLIST FOR STUDENT ENTREPRENEURS

Have you thought of everything? Use this checklist of the most important steps you have to take as a starting student freelancer when you start working through a platform.

Step 1

Be your own boss

You want to make some extra money. Taking on assignments on a platform appeals to you. Does doing that mean you are an entrepreneur?

Check whether you meet the KVK [registration criteria](#).

Step 2

Choose a legal structure

Your business needs a legal structure. The terms 'zzp'er' and freelancer are not legal structures, but the eenmanszaak (sole proprietor) is. Most platform entrepreneurs register as an eenmanszaak.

Read what an eenmanszaak is and compare it with other [legal structures](#).

Step 3

Calculate how much money you will earn

You are going to earn money via a platform. You will be paid, but you will also have costs as an entrepreneur. And you have to pay taxes.

Check the [Book of Finance](#) and calculate how much money you will really make.

Step 4

Find out about turnover tax (VAT)

Read how to [file a VAT return](#). And can you use the KOR for small businesses?

Step 5

Calculate the amount of income tax you have to pay

Check the [Tax Administration's criteria](#) for being an entrepreneur (in Dutch).

[Are you entitled to deductions?](#)

[How to file your income tax return.](#)

Step 6

Think of a unique company name

A good company name is memorable, sticks in the mind, and makes clear what you have to offer.

Brainstorm with family and friends.

[Check whether your chosen name is available and read tips for a snazzy name.](#)

Videos

You will find videos on subjects from this checklist on our [YouTube channel](#).

Any more questions?

Contact us on 088 585 15 85 or go to [KVK.nl/en/student](https://www.kvk.nl/en/student).

Step 7

Take out insurance

Think of business insurances to cover or limit certain risks.

Check whether your platform has insurance that covers you.

If your platform does not have insurance coverage, find out [which insurances you need](#).

Step 8

Register your business with KVK

The registration with KVK is the official start of your business.

[Make an appointment at KVK.](#)

After registration in the Business Register, the Tax Administration will send you your VAT-id (you put this on your website and invoices), a VAT number (you use this for your VAT return), and an access code by mail. Activate the access code in time, so you can file your returns.

[What is a KVK number and what do you use it for?](#)

Step 9

Keep good business records

[How to set up your administration.](#)

Open a (business) bank account.

Step 10

Prevent fraud

You are an entrepreneur. Fraudsters know where to find you, so be careful.

Everything about [preventing and recognising fraud](#).