



Aabenraa
Kommune



Instructions for cross-border commuters and employers

If you are about to start a new job in Denmark while not residing in the country, there are a number of things you need to be aware of. In this leaflet we have gathered important information and outline the steps you need to take as a cross-border commuter.

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1. SKAT (Danish Customs and Tax Administration)



As a cross-border commuter you are required to pay income tax in Denmark. To do this you must apply for a Danish personal tax number (CPR-number) and a tax card.

You can fill out an application on the following link

<https://bit.ly/2S1IMp3>

Select the first category on the page: “Når du er begrænset skattepligtig”. Here you can download a form or fill out a digital application in different languages. You will also receive information about what documentation you need to enclose.

2. HEALTH INSURANCE



When you work in Denmark you are also covered by social insurance in Denmark. The special health insurance card shows that you have the right to medical treatment in Denmark on the same terms as if you are a resident in Denmark.

You can apply for the special health insurance card on the following link:

<https://bit.ly/2Dtxlyr>

- or by calling this number: +45 70 12 80 81.

If you need medical treatment during travels in the EU, Norway, Iceland, Liechtenstein (EEA), or Switzerland you will have to use the blue European Health Insurance Card. Order the card on the following link:

<https://bit.ly/2WeyT6v>

- or by calling this number: +45 70 12 80 81.

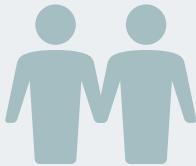
3. NEMID

It is a good idea for all cross-border commuters to have NemID. NemID is a common secure login on the Internet that gives you access to a number of private and public services. You can also use it to communicate and exchange documents with public authorities, businesses and employers.



In order to obtain a NemID you need to go to a citizen service centre (Borgerservice). Here you must bring the following:

- Passport or Personalausweis
- Documentation for your Danish CPR-number in the form of your health insurance card or an official letter from SKAT



If you are not residing in Denmark you also need to bring a witness who can confirm your identity. The witness must be at least 18 years old, and he/she cannot appear as a witness more than 3 times within 120 days.

The witness must bring the following:

- Passport or Personalausweis
- Documentation for his/her Danish CPR-number in the form of a health insurance card or a payslip
- His or her own NemID (code card) which must have been active for at least 30 days

4. HOLIDAY ALLOWANCE



If you stop working in Denmark you can have all your holiday pay disbursed, even if you do not take holiday.

You can apply by using your NemID or by filling out a form on the following link:

<https://bit.ly/2UqnsY1>

CONTACT INFORMATION

Aabenraa Borgerservice (citizen service centre)

Skelbækvej 2

DK-6200 Aabenraa

Tel.: +45 73 76 76 76

Mail: post@aabenraa.dk

Se åbningstider her:

<https://bit.ly/2RH12ES>

SKAT, Foreign income matters

Tel.: +45 72 22 28 92

Telephone hours:

<https://bit.ly/2RX3xTx>

Udbetaling Danmark, International sygesikring (International health care)

Tel.: + 45 70 12 80 81

Telephone hours:

<https://bit.ly/2S0Jm6u>

Life in Denmark

Tel.: +45 70 10 18 81

<https://lifeindenmark.borger.dk/>

Telephone hours:

<https://bit.ly/2MzGok9>

When you register in Denmark you will receive official mail from the Danish authorities. Therefore it is important that your name is clearly marked on your home mailbox.