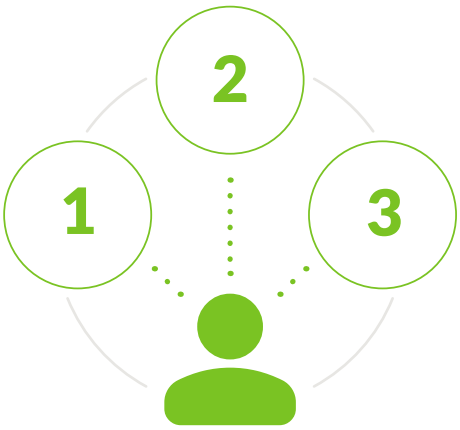
BD MEDIA

Practical information – Tax management

To ensure the smooth management of municipal taxes, you will find below an overview of the steps to follow, depending on the chosen formula. Please follow the guidelines for each formula carefully.



Formula 1

- ✓ Mention yourself as the Responsible Publisher on your brochure.
- ✓ Mention yourself as the manager of municipal taxes on your brochure.
- ✓ Municipalities send the declarations directly to you.
- ✓ The declarations must be paid by you.

Formula 2

- ✓ Mention yourself as the Responsible Publisher on your brochure.
- ✓ Mention yourself as the manager of municipal taxes on your brochure.
- ✓ Municipalities send the declarations directly to you.
- ✓ Forward the received declarations to tax@bdmedia.be for verification.
- ✓ Once confirmed, the declarations must be paid by you.

Formula 3

- ✓ Mention yourself as the Responsible Publisher on your brochure.
- ✓ Include the following on your brochure: "**Municipal tax management BD Media – Sevenn, Klein-Mechelen 18A, 2880 Bornem - tax@bdmedia.be**"
- ✓ Municipalities send the declarations directly to BD Media.
- ✓ If you still receive declarations from municipalities, please forward them to tax@bdmedia.be.
- ✓ Do not pay any declarations yourself!

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Overview of service fee rates

# municipalities	Formula 1 Declaration	Formula 2 Declaration & verification	Formula 3 Declaration, verification & payment
0 - 50	€ 12,50	€ 17,50	€ 22,50
51 - 100	€ 10,00	€ 15,00	€ 20,00
101 - 200	€ 7,50	€ 12,50	€ 17,50
201 - 300	€ 7,00	€ 12,00	€ 16,00
> 300	€ 6,00	€ 10,00	€ 14,00

Deadline for tax management confirmation

Together with the order placement deadline: **2 weeks before distribution**, on **Wednesday at 12 PM**



Delivery possible 2 weeks before distribution from Thursday to Friday 16h.

Order placement deadline

Delivery deadline

Do you have any questions? Don't hesitate to contact us.