

# Leaving Denmark

## Check list – what should I do when I leave Denmark?



When leaving Denmark there are a few important issues to be aware of as foreign citizen. In the following checklist we have listed matters of particular importance.

### ☐ **Deregister yourself from the Danish National Register of Persons**

Before you leave Denmark you must deregister yourself online as a resident in Denmark. Please use [www.lifeindenmark.dk](http://www.lifeindenmark.dk) and follow step 1 to 6

Step 1 Log in with your NemID (top of page)

Step 2 Click "Leaving Denmark"

Step 3 Click "Practical matters before leaving"

Step 4 Click START

Step 5 Click START again

Step 6 Click "Notification of leaving the country" and follow the instruction

If you do not have NemID, please contact Borgerservice in the municipality where you live.

### ☐ **Unemployment insurance fund**

Contact your unemployment fund. You may need the Form PD U1 to confirm your employment and unemployment insurance periods in Denmark.

If you have been a member of a Danish unemployment insurance fund (a-kasse), please contact this fund – if not, please contact the Danish Agency for Labour Market and Recruitment, Njalsgade 72A, 2300 København S. Telephone +45 72 21 74 00, email [star@star.dk](mailto:star@star.dk).

You can apply for a PD U1 document by using application form EEA 4.1. You find the application form EEA 4.1 at [www.star.dk](http://www.star.dk) > English > Read more about EEA unemployment benefits.

### ☐ **Tax**

When you leave Denmark, we recommend that you call SKAT on +45 72 22 28 92. You should do so one week after you have deregistered from the Danish National Register.

If possible, SKAT will determine your tax liability instantly and let you know which documents you need to submit to SKAT in connection with you leaving Denmark.

If SKAT tells you to, complete form 04.029EN and submit it to SKAT Saksøbing, Nykøbingvej 76, Bygning 45, 4990 Saksøbing, Denmark.

If you change address in the country that you move to, please notify the tax authorities so that they know where to send any documents related to your tax situation.

Before leaving Denmark, you must deregister your vehicle from the Danish Register of Motor Vehicles. If you have paid registration tax, you can apply for a refund.

Further information and the form can be found on [www.skat.dk](http://www.skat.dk) > English > Leaving Denmark permanently.

### ☐ **Holiday allowance**

When you are no longer registered in the Civil Registration System (CPR), no longer work for a Danish employer and do not receive public benefits from Denmark, you can have all your holiday pay disbursed, even if you do not take holiday.

You must apply to have your holiday pay disbursed within 6 months of your last day of work for your Danish employer at the latest. Further information at [www.lifeindenmark.dk](http://www.lifeindenmark.dk) > Living in Denmark > Work > Holiday allowance > If you leave Denmark > Claim your holiday allowance > click START.

### ☐ **Post**

Your post can be redirected to your new postal address abroad for 6 months - free of charge. Please inform Postnord about your future address via [www.postnord.dk](http://www.postnord.dk) > In English > Receiving > Moving house. You will need your NemID to log on ePosthuset.

### ☐ **Insurances in Denmark**

Inform your insurance company, that you are leaving Denmark.

#### ☐ **Bank**

Inform your bank that you are leaving Denmark. It may be convenient to keep a Danish account for e.g. the last salary payment, tax refunds etc.

#### ☐ **E104**

Some EU/EEA countries require documentation that you have been covered by health insurance in Denmark via Form E104. The form is issued by Udbetaling Danmark, International Sygesikring. If you need it please contact Udbetaling Danmark - telephone +45 70 12 80 81.

#### ☐ **Pensions**

You can have your pension paid out abroad if you do not live in Denmark any longer. Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

You cannot have your ATP Livslang Pension paid out if you leave Denmark. Each month you have been working in Denmark you have contributed to your ATP pension scheme. The ATP contributions will be paid out from the day you are entitled to old age pension after Danish law and for the rest of your life - no matter what age you eventually reach.

Find further information about ATP Livslang Pension when you leave Denmark at [www.lifeindenmark.dk](http://www.lifeindenmark.dk)  
> Living in Denmark > Pension > ATP Livslang Pension. This is especially relevant if you are retiring outside of Denmark or if you have worked in or/and are going to work in a third country.

#### ☐ **Heating and electricity**

Please remember always to read your meters before you move and inform your electricity and heating provider, otherwise you risk paying for more than you have consumed and you will be held responsible for the consumption until the next resident registers as a consumer.

#### ☐ **Cancel media fee, subscriptions e.g. mobile phone and newspaper, membership of clubs, associations etc.**

Your registration for media fee on TV and Radio will be cancelled automatically when you deregister yourself from the National Register of Persons.

When you cancel your newspapers subscription, membership of clubs, associations etc. you may be entitled to payment refund.

