

Personnel data sheet for calculating salary payments

The information in the personnel data sheet is required in order to calculate salary payments correctly. Please fill in the entire form carefully in order to avoid any legal disadvantages.

for employees at	Number of office responsible for staff	Reference number (if known)
		-

I. Personal details: (to be completed by employee)

Last name	First name	Birth name (if applicable)	Nationality
Date of birth	Place of birth	Country of birth ¹	Marital status
Zip code, town/city	Street, number		
Office phone number (optional)	Private phone number (optional)		

Bank details:

IBAN DE

Bank details in **Germany** always **22 digits**, other countries 15 to max. 34 digits

BIC

Bank

Children

The Federal Employment Agency's family benefits office (*Familienkasse der Bundesagentur für Arbeit*) is responsible for paying you child benefit (*Kindergeld*). Please address all requests for and questions about child benefit exclusively to the family benefits office.

Your employer requires the details on children for the correct assessment of remuneration components and social security contributions that are based on children or child benefit claims. Once you have informed your employer of a given child, data on child benefit for this child is exchanged with the family benefits office, so that you do not need to inform your employer or the *Landesamt für Finanzen* of any changes to benefit claims for that child.

I confirm that the information given about children on this form is correct. I commit to informing the *Landesamt für Finanzen* of any of the following changes immediately:

- **Change in recipient of child benefit for at least one child**
- **New children (newly born babies or children joining the family) must be registered with the *Landesamt für Finanzen* using form A710 to enable correct payments.**

I hereby consent to the *Landesamt für Finanzen* (state finance office) and the family benefits office (*Familienkasse*) exchanging data on child benefit claims for the purpose of correctly assessing the remuneration components that I am eligible for.

¹'Country of birth' only has to be filled in when employees who have not yet been allocated a German social security number commence a position subject to statutory insurance contributions for the **first time**.

Notes:

The Landesamt für Finanzen does not need to be notified of changes to child benefit claims (ending, restarting etc.), as they are notified of these by the family benefits office responsible. It is therefore only necessary to inform the Landesamt für Finanzen of any given child(ren) once. The Landesamt für Finanzen must be informed immediately of changes of the recipient of child benefit using form A710, so that the information on the child benefit claims for the time after the change can be amended. If the Landesamt für Finanzen is not notified, payment of the remuneration components that are based on existing child benefit claims will be stopped once the change takes effect.

Details of children (please submit a <u>copy of their birth certificate(s)</u>)			
Last name (if different)	First name	Date of birth	Legal relationship (child) ¹

Please note: If you have more than six children, please use form A710 for the remaining children.

Details of child benefit recipient		
Child(ren)'s name(s) (first name and last name)		Child benefit number (<i>Kindergeldnummer</i>)
Last name, first name (of the recipient of child benefit)	Date of birth	Legal relationship (child)
Name of family benefits office responsible	Address of family benefits office	

Child(ren)'s name(s) (first name and last name)		Child benefit number (<i>Kindergeldnummer</i>)
Last name, first name (of the recipient of child benefit)	Date of birth	Legal relationship (child)
Name of family benefits office responsible	Address of family benefits office	

Please note: If there are more than two recipients of child benefit, please complete form A710 for the remaining recipients.

¹ Please enter as appropriate from the following list: Child is first-degree relation / Child of spouse / Foster child / Sibling of previously registered child(ren) / Child of civil life partner / Child of former partner / Grandchild

Part II: Remuneration (to be completed by the office responsible for staff)					
Employed from		as		Pay grade	
at office / authority / department (If it is known, the VIVA number or name for the area or sub-area in which the employee is employed may also be entered)				Number of place of employment	
<input type="checkbox"/> The contract is permanent			<input type="checkbox"/> The contract is temporary		
Allocation to specific level					
(Section 16 (2) sentences 2 to 4 TV-L and declarations recorded with respect to Section 16 (2))					
<input type="checkbox"/> Yes (see additional sheet)					
<input type="checkbox"/> No					
Factors determining pay grade (remuneration table according to TV-L)					
Part	Section, sub-section	Pay grade	Case group	Special regulations for pay grade levels (see key)	
<u>Notes on special regulations for pay grade levels</u> One of the following numbers should be entered if special regulations apply: 10 No special regulations apply 11 Pay grade 2, no level 6 12 Pay grade 3, no level 6 21 pay grade 4, no level 6 23 pay grades 11,13,14,15, level 2 after two years in level 1, level 3 after five years in level 2, 30 TV-L SuE: Level 3 after three years in level 2, level 4 after four years in level 3 31 TV-L SuE: Pay grade S8B, level 5 after six years in level 4, level 6 after eight years in level 5 32 TV-L SuE: Pay grades S4 and S8B, no levels 5 and 6					
Pay grade determined according to previous legislation (BAT/MTArb)					
<ul style="list-style-type: none"> ▪ for salaries for workers who are on-call ▪ if employees are entitled to an additional allowance for being a Meister, technician or programmer 					
Collective agreement on which pay grade is based			Pay grade		
Allowances					
Allowance	Name	Amount	Allowance	Name	Amount
1.			3.		
2.			4.		
Please include official confirmation of allowances granted if applicable					

3. Benefits or temporary financial support			
I am not entitled to benefits for public servants or temporary financial support for having served temporarily in the armed forces (Übergangsgebühren)			
<input type="checkbox"/> I am entitled to the following benefits			
Type of benefits		Body responsible for determining pension / benefits	
4. Pension from statutory pension insurance			
<input type="checkbox"/> I do not receive / have not applied for a state pension			
<input type="checkbox"/> I receive / have applied for the following pension:			
Entitlement	Pension insurance provider	Pension number	
5. Pension from supplementary pension insurance scheme			
a)	<input type="checkbox"/> I do not receive and have not applied for a pension from the Federal and State Government Pension Fund (Versorgungsanstalt des Bundes und der Länder, VBL)		
	<input type="checkbox"/> I receive / have applied for the following pension:		
	Entitlement	Insurance provider	Pension number
b)	Membership in a supplementary pension insurance scheme		
	e.g. Federal and State Government Pension Fund (Versorgungsanstalt des Bundes und der Länder, VBL) or supplementary pension insurance scheme for Bavarian municipalities (Zusatzversorgungskasse der bayerischen Gemeinden (ZVK))		
	<input type="checkbox"/> I have not been a member of a supplementary pension insurance scheme to date		
	<input type="checkbox"/> I have already been a member of the following supplementary pension insurance scheme		
	from	until	Supplementary pension insurance provider
6. Are you a parent or guardian? (additional contributions for those who do not have children pursuant to Section 55 (3 SGB XI))			
<input type="checkbox"/> yes (please provide proof) *)			
<input type="checkbox"/> no			
*) The following may be used as proof:			
For biological and adoptive parents			
<ul style="list-style-type: none"> ▪ Birth certificate, international birth certificate ▪ Certificate of descent (Abstammungsurkunde) ▪ Excerpt from the registry office's register of births ▪ Excerpt from the family record book ▪ Certificate of life (Steuerliche Lebensbescheinigung) from the registration office ▪ Certificate of recognition of paternity ▪ Adoption certificate ▪ Confirmation of child benefit (Kindergeld) ▪ Bank statement showing that child benefit has been paid ▪ Confirmation of parental allowance (Erziehungsgeld) ▪ Confirmation of receipt of maternity allowance ▪ Proof of taking parental leave according to the Federal Child Benefit Act (Bundeserziehungsgeldgesetz) ▪ Tax return (showing child tax credit) ▪ Child's death certificate ▪ Confirmation of entitlement from a pension insurance provider showing consideration of periods spent caring for children 			

For step-parents

- Marriage certificate or civil partnership certificate and confirmation of registration with the registration office or another authority responsible for recording marital status showing that the child is or was registered as living in the same household as the step-father or step-mother
- Confirmation of entitlement from a pension insurance provider showing consideration of periods spent caring for children
- Tax return (showing child tax credit)
- Income tax card (showing child tax credit)

For foster parents

- Confirmation of registration with the registration office or another authority responsible for recording marital status and proof from the youth welfare office of full-time fostering according to Section 27 in connection with Section 33 SGB VIII
- Confirmation of entitlement from a pension insurance provider showing consideration of periods spent caring for children
- Tax return (showing child tax credit)

Information on employment and training

(to be completed by employee)

- Statistic details for employment authorities (Section 28 c SGB IV)

7. Position (exact name of position according to the directory of the Federal Employment Agency; in the case of apprenticeships, internships, placements etc., please state the position you hope to obtain after completing your apprenticeship or internship)

		Key
		Key will be entered by payroll office

8. Highest school leaving qualifications

<input type="checkbox"/> 1 No qualifications
<input type="checkbox"/> 2 Basic school leaving certificate (Haupt-/Vollschulabschluss)
<input type="checkbox"/> 3 Mittlere Reife or similar
<input type="checkbox"/> 4 Abitur / Fachabitur
<input type="checkbox"/> 9 Unknown

9. Highest vocational training

<input type="checkbox"/> 1 No vocational training
<input type="checkbox"/> 2 Completed recognized vocational training
<input type="checkbox"/> 3 Qualified as a Meister or technician, or equivalent qualifications from a vocational college
<input type="checkbox"/> 4 Bachelor's degree
<input type="checkbox"/> 5 Diplom/Magister/Master's degree/state examination
<input type="checkbox"/> 6 Doctoral degree
<input type="checkbox"/> 9 Unknown

10. Type of contract

<input type="checkbox"/> 1 Full-time, permanent
<input type="checkbox"/> 2 Part-time, permanent
<input type="checkbox"/> 3 Full-time, temporary
<input type="checkbox"/> 4 Part-time, temporary

Part V. Deduction of income tax (must be completed!)

(to be completed by employee)

Information required for income tax purposes (Lohnsteuerabzugsmerkmale) has been managed using an electronic procedure (ELStAM) ever since this procedure was introduced to replace the income tax card (Lohnsteuerkarte) on January 1, 2013. Information required for income tax purposes is retrieved automatically from the tax office.

Please provide the following information for this purpose:

My **tax ID number** (Steueridentifikationsnummer) is:

- ☐ This employment is My main form of employment (tax brackets I to V)
- ☐ A secondary employment (tax bracket VI)

A tax allowance pursuant to Section 39a (1) sentence 1 number 7 EStG (Income Tax Act) of _____ euros should be taken into consideration when calculating tax for the secondary employment.²⁾

Part VI Declaration on payment method

I am aware that

- the State Finance Office (Landesamt für Finanzen) may reverse any incorrect payments in full or in part up until the last bank working day before the date on which payment is due, even if they have already been credited to my account
- I may not use the payments until the date on which payment is due
- I am always obliged to pay back any salary overpayments if I am aware that an overpayment has been made without a valid reason.

I hereby give my consent for the payroll office to withdraw any incorrect payments in full or in part (e.g. after dismissal, after being granted unpaid leave, after the period for which sick pay is to be paid has ended) from my account if a reversal is not possible; I may withdraw this consent at any time. I am responsible for the costs incurred if I make unjustified claims for the reversal of debits from my account.

Information on data processing and rights concerning data processing is available online at www.lff.bayern.de/ds-info or alternatively from our data protection hotline +49 931 4504-6770. [Translators' note: This website and the documents that can be found there are only available in German. Your personnel department or welcome center may have an English version.]

Employer		Employee	
The above information matches the personnel records and/or is hereby confirmed.		I hereby confirm that the above information is correct.	
Location	Date	Location	Date
Stamp	Signature	Signature	

² Section 39a Tax allowance and additional amount for income tax purposes (excerpt)

(1) If so requested by an employee liable to pay full income tax contributions, the Tax Office calculates the total amount of tax allowance to be deducted from remuneration based on the total of the following amounts: (...)

7. an amount for second or further employment up to a total of the annual taxable income pursuant to Section 39b (2)(5), rounded down to the nearest euro, up to the amount for which the employee is exempt from income tax according to the employee's income tax bracket for the first employment. This is subject to the condition that

a) the annual remuneration from the first employment is less than the amount on which sentence 1 is based and

b) an amount is added to the remuneration for the first employment equivalent to the amount for the second or any further employment (additional amount for income tax purposes).

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