

Please note that **ONLY** the German version of this document is legally binding and has to be signed. The English translation is provided to help you fill out the original German document.

## 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 <b>responsible for staff</b>

### I. Personal details

Last name	First name	Birth name (if applicable)	Nationality
born on	in (place of birth, country of birth <sup>1</sup> )		Marital status
Post code, town/city		Street, number	
Office phone number (optional)		Private phone number (optional)	

#### Bank details:

IBAN

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

BIC

Bank

### Children

Please fill in the extra form for children, if applicable, and send it together with a copy of the child(ren)'s birth certificate(s) directly to the regional family benefits office (Landesfamilienkasse) at the state finance office, Landesamt für Finanzen, Postfach 100264, 95448 Bayreuth; in the case of children over the age of 18 please also include proof of attendance at school or vocational training etc.

### II. Remuneration

Employed from	Position	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 <b>place of employment</b>
<input type="checkbox"/> The contract is permanent	<input type="checkbox"/> The contract is temporary	
<b>Allocation to specific level</b> (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		

<sup>1</sup> 'Country of birth' only has to be filled in when members of the European Economic Area who have not yet been allocated a German social security number commence a position subject to statutory insurance contributions **for the first time**.

**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)

Notes on special regulations for pay grade levels

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
- 13** pay grade 9, level 3 after five years in level 2, level 4 after nine years in level 3, no levels 5 and 6
- 14** pay grade 9, level 4 after seven years in level 3, no levels 5 and 6
- 16** teachers' pay grade 9, level 3 after five years in level 2, level 4 after nine years in level 3, no level 5
- 17** pay grade KR 7a, first level is level 2, no level 6
- 18** pay grade KR 7a, first level is level 2 (only for transition phase)
- 19** pay grade KR 8a, first level is level 1 (only for transition phase)
- 21** pay grade 4, no level 6
- 22** pay grade KR 7a, no level 1, level 3 after one year in level 2
- 23** pay grades 11,13,14,15, level 2 after two years in level 1, level 3 after five years in level 2, no level 6
- 24** pay grade KR7a, no level 1, level 3 after three years in level 2

**Pay grade determined according to previous legislation** (BAT/MTArb)

- for salaries for workers who are on-call
- if employees are entitled to a risk allowance or an additional allowance for being a Meister, technician or programmer or for working in a ministry

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

**III. Periods of employment in public service**  
(duration of employment according to Section 34 (3) TV-L)

from	to	Position	Employer	

Note:

Special leave pursuant to Section 28 TV-L is not taken into consideration, unless the employer has provided written confirmation that the leave was justified on the basis of official business.

## IV. Compulsory insurance cover and pensions

Social security number

### 1. Health insurance

a)	<input type="checkbox"/> I am not insured by a statutory health insurance provider	
	<input type="checkbox"/> I am insured by the following statutory health insurance provider	
	AOK / Ersatzkasse / BKK / IKK / LKK, ...	Address (street, post code, town/city)
b)	<input type="checkbox"/> Confirmation from health insurance provider attached (Section 175 (2) SGB V)	
	<input type="checkbox"/> Confirmation will be submitted at a later date	
c)	<input type="checkbox"/> I am not in any other employment	
	<input type="checkbox"/> I am also employed as follows:	
	Employer, office, place of employment	Address (street, post code, town/city)

### 2. Pension insurance

<input type="checkbox"/> I am exempt from the obligation to make statutory pension insurance contributions
You can only be exempted from the obligation to make statutory pension insurance contributions on the basis of being insured in an occupational pension scheme if a notice of exemption for this new employment has been obtained from the Deutsche Rentenversicherung (state pension provider) and this is submitted to the payroll office (Bezügestelle). In addition, valid confirmation of insurance in the occupational pension scheme has to be submitted.
<input type="checkbox"/> Valid confirmation of exemption is attached
<input type="checkbox"/> I will provide confirmation of exemption at a later date
<input type="checkbox"/> Confirmation of insurance in an occupational pension scheme is attached
<input type="checkbox"/> I will provide confirmation of insurance in an occupational pension scheme at a later date

### 3. Benefits or temporary financial support

<input type="checkbox"/> 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)	<b>Membership in a supplementary pension insurance scheme</b>		

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 <b>not been</b> a member of a supplementary pension insurance scheme to date			
<input type="checkbox"/> I have <b>already</b> been a member of the <b>following</b> supplementary pension insurance scheme			
from	to	Supplementary pension insurance provider	Insurance number

**6. Are you a parent or guardian?** (additional contributions for those who do not have children pursuant to Section 55 (3SGB XI)

<input type="checkbox"/> yes (please provide proof) *)
<input type="checkbox"/> no

\*) The following may be used as proof:

**For biological and adoptive parents**

- 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)





Further information on the processing of your data within the context of your salary payments and your rights concerning the processing of your data can be found online at [http://www.lff.bayern.de/formularcenter/allgemein/index.aspx#info\\_datenschutz](http://www.lff.bayern.de/formularcenter/allgemein/index.aspx#info_datenschutz).

Alternatively, you can also request information from the contact details given above. You can reach our official data protection officer at the State Finance Office: Landesamt für Finanzen, – Datenschutzbeauftragter – , Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (Phone: + 49 931 4504 6767; e-mail: [datenschutzbeauftragter@lff.bayern.de](mailto:datenschutzbeauftragter@lff.bayern.de)).

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

<sup>2</sup> 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).