

Hinweis: Diese Übersetzung dient als Hilfe zum Verständnis der Inhalte der deutschen Vorlage, es ist kein offizielles Dokument.
 Please note that the English translation is for the purpose of information. Please complete and sign the German version only.

Übersetzungshilfe für B500 LfF Stand 01.05.2019

Please note that the English translation is for the purpose of information only. ONLY the German version of this document is legally binding. Please complete and sign the German version.

State Finance Office (*Landesamt für Finanzen*)

Please select ◇ [Town] Office

Payroll office public servants

Received (payroll office) on

Personnel Data Sheet for Professors for calculating salary payments

(Note on use of gender-specific forms used – *[not relevant in English]*)

I Personal Details (to be completed by the employee)

Reference no. / personnel no. (if known):

Title	Surname	Given name	Date of birth
Birth name	Place of birth	Nationality	
Post code	Town/city	Street, house number	

Available by telephone at (optional):

Office of employment (if not yet known, please name the administrative district (*Regierungsbezirk*) and work area):

Rentenversicherungsnummer (social security number) / membership number with occupational pension scheme (if known):

1 Declaration on payment method:

My salary should be transferred to the following account¹:

BIC	
IBAN	

¹ If the public servant's salary is transferred to an account held outside of the European Union, the recipient shall bear the costs of transfer as well as the costs of reporting the transfer as stipulated by section 59 of the Foreign Trade and Payments Ordinance (AWV) pursuant to article 18 (2) of the *Bayerisches Besoldungsgesetz* (*BayBesG* – Bavarian public servants remuneration act).

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Bank (exact address):

I am aware that

- the payroll office may reverse any incorrect payments up until the last working day – if this is a Saturday, penultimate working day – of the month before the date on which payment is due, even if they have already been credited to the account.
- my payments are not available to me to use until the date on which they are due (the last working day of the month – if this is a Saturday, penultimate working day).

I hereby give my consent for the payroll office for public servants, soldiers and judges to withdraw any payments that have been made without legal reason, in particular when the legal reason has ended (e.g. after dismissal, after being granted unpaid leave) from my account using direct debit.

2 Details concerning family allowance:

I am single.

I am married, or have entered into a civil life partnership², or I am divorced, or my marriage/life partnership was annulled or declared void or I am widowed/the surviving dependent of my life partner².

Please complete *FL-Erklärung*³ (declaration form for family benefits)!

I am single or I am divorced or my marriage/civil life partnership² was annulled or declared void and I have taken another person (also child) into my home, or I have provided other accommodation for a child with a right to child support, without the intention of severing the relationship.

Please complete *F-Erklärung*³ (form for level 1 family allowance)!

I have one or more children and

am applying for child benefit. The child benefit application form...

...is enclosed.

...will be submitted at a later date.

am not applying for child benefit, as another eligible person already receives it.

Please complete *FL-Erklärung*³ (declaration for family benefits)!

² Civil life partnership as stipulated by the Act on Registered Life Partnerships (*LPartG*).

³ Forms are available online at www.lff.bayern.de/formularcenter/besoldung or directly from your personnel department or your payroll office. [Translator's note: your personnel department or welcome centre may be able to provide you with an English version].

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3 Periods deemed equivalent to service as stipulated in art. 42a 1 point 3 (B) of the BayBesG in order to calculate basic pay⁴

(These periods will be used to calculate your level within the pay grade for basic pay)

Since first being appointed as a professor,

<input type="checkbox"/> I have taken parental leave or taken care of a child (please enclose documentation) during the following time periods:
<input type="checkbox"/> I have given care to a close relative (parent, parent-in-law, spouse or civil life partner as stipulated in section 1 of the <i>LPartG</i> , sibling or child) who is/was medically certified to be in need of long-term care (please enclose documentation and an additional written declaration describing the specific care you provided) during the following time periods:
<input type="checkbox"/> I have completed an <i>Eignungsübung</i> (assessment exercise for candidates to become contract soldiers) as stipulated in the <i>Eignungsübungsgesetz</i> (legislation on <i>Eignungsübungen</i>) (please enclose the appropriate <i>Dienstzeitbescheinigung</i> (certificate confirming your time of service for the <i>Eignungsübung</i>)) during the following time periods:
<input type="checkbox"/> I request that periods of membership in the German federal government, a German state government, the Bavarian Parliament (<i>Landtag</i>), or a federal legislative body or a legislative body of another state within the Federal Republic of Germany, or of the European Union be taken into consideration for a fictitious earlier commencement of service. Please enclose a written declaration of the times to be taken into consideration, including a declaration that you did not receive a <i>Versorgungsabfindung</i> (compensatory severance payment) for these times.

⁴ The president of the university is responsible for granting periods equivalent to service as stipulated in article 42 a (1) points 1, 2 and 3 (A) and article 42 a (3) sentence 2) of the (*BayBesG*).

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4 Information for calculating length of service for anniversaries

As per the regulations for the provision of anniversary bonuses to public servants and judges (*Jubiläumswendungsverordnung – JzV*), public servants of the state, the municipalities or other organisations under public law receive an anniversary bonus upon the completion of 25, 40 and 50 years of service.

For the purpose of this calculation, the length of service is considered to have started on the first day of vocational training or principal employment in public service as per section 29 (1) of the *BayBesG*.

Periods of

- military service up to a total of two years
- service equivalent to military service that is not a main occupation, such as service as a federal border guard or alternative civilian service, as well as development aid service if this service is a valid alternative to military or civilian service
- voluntary public service

are counted towards the total length of service if they have been completed prior to principal employment in public service or a VET programme in public service.

Details of career path for the calculation of length of service for anniversaries:

<input type="checkbox"/> I have not been employed in public service before and I have not participated in a VET programme in public service.
<input type="checkbox"/> I have previously been employed in public service and/or have participated in a VET programme in public service.
<input type="checkbox"/> Prior to being employed in public service and/or participating in a VET programme in public service, I completed military service of up to two years
<input type="checkbox"/> Prior to being employed in public service and/or participating in a VET programme in public service, I completed service equivalent to military service that is not a main occupation, such as service as a federal border guard or alternative civilian service.
<input type="checkbox"/> Prior to being employed in public service and/or participating in a VET programme in public service, I completed development aid service as a valid alternative to military or civilian service.
<input type="checkbox"/> Prior to being employed in public service and/or participating in a VET programme in public service, I completed voluntary public service (<i>Ehrenbeamtin/-er</i>).
Please enter these periods into the following table and submit relevant documentation for each.

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5 Capital accumulation

Capital accumulation through investment of parts of the pay, and therefore the employer payment into the capital accumulation saving scheme

- is requested. The form requesting investment in a capital accumulation savings scheme or a certificate from the saving scheme respectively
- is enclosed.
- will be submitted at a later date.
- is not requested.

6 Deduction of income tax (must be completed!)

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 1 January 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 is:

This employment is

- my main form of employment (tax class I to V)
- a secondary employment (tax class VI)

A tax allowance pursuant to section 39 a (1) sentence 1 number 7 *EStG* (Income Tax Act) of _____ euros should be taken into consideration when calculating tax for the secondary employment⁶.

⁶ Section 39a of the Income Tax Act (*EStG*): tax allowance and additional amount for income tax purposes (excerpt)

(1) 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) sentence (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 class for the first employment.

²This 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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7 Retrospective insurance

The Free State of Bavaria has purchased retrospective insurance⁷ for me:

no

yes

If so, from (certifying office)

for the period from _____ to _____

8 Private pension scheme ("Riester-Rente" scheme)

Relevant data needs to be transmitted annually to the *Zentrale Zulagenstelle für Altersvermögen (ZfA* – central agency for allowances for retirement assets) so that they can ensure the tax benefit.

Please complete the form⁸ “Einwilligung zur Übermittlung und Verwendung von Daten zum Zwecke der steuerlichen Förderung der privaten Altersvorsorge” (data processing consent form)!

9 Additional information

I shall undertake to inform the responsible employee payroll office of the State Finance Office (*Landesamt für Finanzen*) of any changes to the information given above immediately and in writing.

I am aware that I have to repay any undue payments that I received due to a lack of or delayed information or errors in the information given.

Information on data protection pursuant to sections 13 and 14 of the General Data Protection Regulation (GDPR)

The office responsible for processing this data (controller as defined in the GDPR) is the State Finance Office. Address: Landesamt für Finanzen, Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (telephone: 0931-4504-6770, email: servicedesk@lff.bayern.de).

Data is collected in order to be able to determine the remuneration you are due, arrange for payment and settle accounts in accordance with statutory provisions. It is also necessary in order for the Free State of

⁷ Pursuant to section 8 (2) of the 6th book of the German Social Code (*SGB VI*), retrospective insurance is provided for persons who:

- worked as public servants or judges with a fixed-term contract (*Beamte/Richter auf Zeit*), a permanent contract (*Beamte/Richter auf Lebenszeit*) or on probation (*Beamte/Richter auf Probe*), soldiers not serving as part of the compulsory military service (*Soldat auf Zeit, Berufssoldat*), or as public servants in training subject to termination (*Beamte auf Widerruf im Vorbereitungsdienst*), other employees of organisations under public law, their associations, umbrella associations or working groups, members of a spiritual cooperative, deaconesses or members of similar groups or teachers at non-state schools or institutions
- and were not subject to or had been exempted from statutory pension insurance contributions, if they left employment with no pension claim or entitlement or if they have lost their pension entitlement and there is no reason for a delay of contribution payment (section 184 (2) of the 6th book of the German Social Code – *SGB VI*).

⁸ Forms are available online at www.lff.bayern.de/formularcenter/besoldung/ or directly from your personnel department or payroll office [translator's note: the personnel department or welcome centre might also have an English version].

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Bavaria to be able to meet its obligations as an employer in view of legal provisions governing income tax and social security.

The legal basis for the processing of data is article 6 (1) sentence (1) points a), c) and e), article 6 (3) sentence (1) point b) and article 9 (2) points a) and b) of the GDPR in conjunction with article 4 of the Bavarian Data Protection Act (*BayDSG*).

Further information on the processing of your data and your rights concerning the processing of your data can be found online at <http://www.lff.bayern.de/ds-info>.

Alternatively, you can also request the information from the contact details given above. Our official Data Protection Officer can be reached at: Landesamt für Finanzen – Datenschutzbeauftragter – Rosenbachpalais, Residenzplatz 3, 97070 Würzburg, (telephone: 0931-4504-6767
email: datenschutzbeauftragter@lff.bayern.de).

Date	Signature

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II Additional notes from the office responsible for staff ⁹

(to be completed in advance by the office responsible for staff)

Surname		Given name		Reference number
Date of appointment	Official title (position)			Pay grade
Department/office			Cost centre (chapter, title, authorising office)	

A copy of the official decision determining relevant periods of service in accordance with article 42a (1) numbers 1, 2, 3 point a and article 42a (3) sentence 2 of the Bavarian Civil Servants' Remuneration Act (*BayBesG*)

is enclosed.

will be submitted at a later date.

There are no relevant periods of service in accordance with article 42a (1) numbers 1, 2, and 3 point a and article 42a (3) sentence 2 of the *BayBesG*.

Employment eligible for allowances from _____ as _____

Legal basis:

If necessary, additional notes for the assessment of remuneration components
(for example allowances/compensation/expenses):

not applicable

The above information matches the personnel records/is hereby confirmed.

Address of the office responsible for staff	Responsible administrator	Telephone number

Date

Stamp, signature (office responsible for staff)

Print

⁹ Please also complete the address of the responsible payroll office on behalf of the future employee (page 1, upper left corner).