

Hinweis: Es handelt sich hier um Übersetzungshilfe zum Verständnis des Inhalts des deutschen Dokuments, nicht um eine offizielle Übersetzung.

Please note that the English translation only serves the purpose of providing information on the contents of the corresponding German text. ONLY the German version of this document is legally binding. Please fill in and sign the German version.

Surname:

Address:

Given name:

State Finance Office

ref. no. [Please quote the reference number!]

Statement of Bank Details

Surname	Given name	Date of birth
Address (street, house number, post code, town/city)		
Department		

As of

my payments should be transferred to the following account:

IBAN

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

BIC

Bank

I am aware that

- the payroll office 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;
- my payments are not available to me to use until the date on which they are due or, if this date falls on a Saturday, Sunday or public holiday, the last bank working day before this date;
- I am always obliged to pay back any 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, or after the period for which sick pay is to be paid has ended) from my account if a reversal is not possible (e.g. for technical reasons). 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.

Data protection information according to Art. 13 and 14 of the General Data Protection regulation (GDPR)

The office responsible for processing this data is the State Finance Office. Address: Landesamt für Finanzen, Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (phone: 0931-4504-6770, E-Mail: 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 contractual and statutory provisions. It is also necessary in order for the Free State of Bavaria to be able to meet its obligations as an employer in view of legal provisions governing income tax, social security contributions and contributions to supplementary benefits schemes.

The legal basis for the processing of data is Section 6 (1) Sentences 1b) and 1c) of the GDPR, Section 9 (2) b of the GDPR, Section 88 (1) of the GDPR, and Section 611 of the German Civil Code (Bürgerliches Gesetzbuch - BGB).

Please find further information on the processing of your data within the context of your salary payments and your rights concerning the processing of your data online at http://www.lff.bayern.de/formularcenter/allgemein/index.aspx#info_datenschutz.

Alternatively, you can also request 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