

Hinweis: Diese Übersetzung dient als Hilfe zum Verständnis der Inhalte der deutschen Vorlage und ist kein offizielles Dokument.
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 complete and sign the German version.

Verständnishilfe für die LfF-Vorlage VNX_B105# - Stand 28.08.2024

Surname:

Address:

Given name:

State Finance Office (*Landesamt für Finanzen*)

Gz: (ref. no.)

Please select / [town] office / [town] office, [town] branch

Please quote the reference number!

Payroll Office for *Beamte* (public servants)

Statement of Bank Details

Note: You can also inform us of new account details digitally using *Mitarbeiterservice Bayern* (online portal for employees of the Free State of Bavaria).

Surname of the payment recipient	Given name of the payment recipient	Date of birth (DD.MM.YYYY)
Address (street, house number, post code, town/city)		
Department/office of employment		

Old bank account details (This information must be given for security reasons.):

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

BIC

New bank account details:

For bank transfers from: (DD.MM.YYYY)

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 up until the last working day – if this is a Saturday, penultimate working day – 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).
- statements of changes in bank details that are submitted to the payroll office between the 5th and the last day of the month cannot be taken into account until the payroll of the following month.

I hereby give my consent for the payroll office to withdraw any payments made when the legal reason for them has ended (e.g. after dismissal, after being granted unpaid leave) from my account using direct debit.

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 0931 4504-6770. [Translators' note: This website and the documents that can be found there are only available in German. Your personnel department or welcome centre may have an English version.]

Please do not affix documentation with a stapler, paper clip or glue.

Date (DD.MM.YYYY)

Signature