



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Erklärung zur Auszahlung der Bezüge - Declaration for the Payment of Remuneration

Please note:

The following information is necessary for the payment of your remuneration. Please see the information sheet on data protection ("Merkblatt zum Datenschutz") for information on the relevant legal provisions on the basis of which your data are collected. All questions must be answered, unless marked (optional).

1. Personal data

Please check or fill in as appropriate

Last name		First name	Personnel number / area of work
Name at birth, if different from above		Date of birth	Phone number (optional)
Address (street, zip code, city)			Nationality
Place of birth	Country of birth	Sex	Academic degrees

Name of employer and place of work

Marital status

Fill in this section only if you are entitled to receive family-related benefits. Otherwise, this information is optional.

- Not married
- Married
- Registered partnership
- Divorced / marriage annulled or declared null and void
- Widowed

Bank: _____ BIC: _____
✓ The German IBAN ends here!

IBAN: _____

Have you received any remuneration from the Land of Baden-Württemberg in the past?

- No
- Yes, under personnel no.: _____
 Paying office: _____

2. Tax details

Tax identification number: _____

This employment is my

- main employment (employer is my "main employer"). Taxes will be calculated based on your individual tax criteria.
- secondary employment (employer is my "secondary employer"). Taxes will be calculated based on tax bracket 6.

Tax criteria:

Tax bracket: _____ Religious denomination (my own / my spouse's) _____ / _____

LBV 42101 – 12/14

Please note:

Your income tax will be **provisionally** calculated based on your tax criteria.

As soon as possible, the Landesamt will obtain your tax criteria from the Federal Central Tax Office via your tax identification number. This data will then be used to calculate your income tax retroactively.

3. Details regarding family-related benefits

3.1 Only for trainee lawyers (Rechtsreferendar):

If you are

- married
- divorced and obliged to pay alimony
- not married or divorced and you accommodate another person (e. g. a child) in your household and support this person; or
- widowed,

please

- fill in the declaration regarding family benefit ("Erklärung zum Familienzuschlag", form LBV 538b1).

Please attach appropriate proof of your marital status, e. g. marriage certificate or the operative part of the divorce decree including a notice that the decision has become final.

3.2 If you have one or more children, have been employed for more than six months and wish to apply for child allowance for the first time or if you already receive child benefits from a different family benefits office:

Please fill in the application for child benefit ("Antrag auf Kindergeld", form LBV KG1) and the enclosure "Anlage Kind" (LBV KG1 ANLAGE).

Declaration

I am aware that the details I have provided in this form may influence the amount I am paid. I confirm that the above information is both accurate and complete. I am aware that I am obliged to immediately notify the Landesamt in writing of any changes regarding this declaration and that I will have to repay any excess amounts that I receive due to inaccurate information or failure to communicate changes.

I am also aware that claims arising from my employment will lapse if I fail to assert them in writing within the definitive deadline of six months of such claims becoming due.

Date, Signature

**Landesamt für Besoldung und
Versorgung Baden-Württemberg
70730 Fellbach**



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Merkblatt zum Datenschutz für Arbeitnehmerinnen, Arbeitnehmer und Auszubildende - Information Sheet on Data Protection for Employees and Trainees

1. General information

From the first day of your employment, we are responsible for determining and paying your remuneration, child benefits and Beihilfe or Heilfürsorge. In order to do this, we require your personal data. We collect such data through forms which you receive either from us or from your human resources department. Alternatively, you can download the forms at www.lbv.bwl.de (German forms only). Data that we do not necessarily need to collect in order to fulfill our tasks but that facilitate our work significantly, for example your phone number, are marked "(optional)" in the forms.

We only use your data to fulfill the tasks assigned to us by legislation and/or in the regulations established by the state government and the Ministry of Finance regarding the areas of responsibility of Landesamt für Besoldung und Versorgung Baden-Württemberg (Verordnung der Landesregierung und des Finanzministeriums über die Zuständigkeiten des Landesamtes für Besoldung und Versorgung Baden-Württemberg, LBVZuVO). We do not disclose or otherwise transmit your personal data unless we are obliged to do so by law.

2. Legal basis for the collection of data

- Section 13 Data Protection Act of the Land of Baden-Württemberg (Landesdatenschutzgesetz, LDSG)
- Section 36 LDSG, section 113 subsection 4 Act on Civil Servants of the Land of Baden-Württemberg (Landesbeamtengesetz, LBG) and the relevant administrative provisions (VwV-LBG)
- Section 28(o) Fourth Social Code (Viertes Sozialgesetzbuch, SGB IV)
- LBVZuVO and the relevant administrative provisions (VwV for LBVZuVO)

As a family benefits office (Familienkasse), we are responsible for determining and making child benefit payments according to section 72 subsection 1 of the Income Tax Act (Einkommensteuergesetz, EStG). We collect the required data on the basis of the child benefit regulations stated in the Income Tax Act, in particular section 62 et seqq. and section 68 EStG.

3. Processing and storage of personal data

Your remuneration can only be determined and paid with the support of electronic data processing. Some of the incoming mail is recorded electronically. We use a document management system (DMS) and a calculation program to record your mail and to store your data. Particular protection is put in place for the program that calculates Beihilfe* payments.

The following data are stored:

- Personal data (e. g. last name, first name, title, date of birth, place of birth, sex, nationality, address)
- Bank details
- Marital status, personal data of spouse and children, if relevant
- Remuneration criteria (e. g. remuneration bracket)
- Details regarding a supplementary pension
- Details regarding social security
- Employer
- Scope and duration of employment
- Tax criteria (e. g. tax bracket, religious denomination, tax exemptions)
- Details on contributions to capital formation, if relevant
- Details regarding conversion of earnings into pension contributions (Entgeldumwandlung), if relevant
- Basic data for Beihilfe (e. g. insurance policies)*

This translation is provided by the University of Mannheim and serves informational purposes only. English forms are not legally binding and will not be accepted by the LBV, please fill in the German forms. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

Diagnostic data are not stored.*

4. Disclosure / transfer of data

To the extent that we are legally obliged to do so, we will disclose some of your data to the following agencies that need the information to fulfill their tasks.

This includes in particular

- the tax administration,
- social security carriers (e. g. the responsible health insurance provider, the German pension insurance Deutsche Rentenversicherung),
- agencies to which capital forming payments are made, if relevant,
- the agency to which conversion of earnings into pension contributions (Entgeldumwandlung) is paid, if relevant,
- the responsible health insurance provider,
- the Deutsche Rentenversicherung (German compulsory pension scheme),
- the Versorgungsanstalt des Bundes und der Länder (VBL, Supplementary Pensions Agency for Federal and Länder Employees), if relevant,
- the Versorgungsverband bundes- und landesgeförderter Unternehmen e.V., (VBLU, Pension Association of Companies supported by the Federal Republic and the Länder), if relevant,
- the Bayerische Versorgungskammer (Bavarian Pension Fund), if relevant,
- a pension scheme of a professional guild, if relevant,
- the responsible family benefits office, if relevant, and
- the employer of your spouse (if employed in the public service or equivalent), if relevant.

The information required to pay your remuneration will be disclosed to your bank.

Data or documents relating to Beihilfe will only be disclosed to entities outside the Beihilfe administration (e. g. health authority, evaluators) in exceptional cases and with your consent.

* Note:

Only employees, whose employment commenced prior to 1 October 1997 and whose employment has not been interrupted since then, are entitled to receive Beihilfe under a collective agreement.