

Forms – New Employee Information

Attention!

The DaBPV procedure requires registration within 7 days of the start of employment. We therefore ask you to send us the personnel registration in good time so that we can prepare the registration for you by the deadline.

Personal details

employee ID <i>(optional – assigned by Paychex)</i>		Salutation and surname		First name	
☐ male	☐ single	Date of birth		City and country of birth	
☐ female	☐ married/partnership	Birth name			
☐ non-binary	☐ divorced				
☐ indefinite	☐				
Street name		Street number	Postal code	City	
Commencement of employment		Fixed-term employment until		Projected date of leave or retirement	
Occupational title		Business premises (city)		Business premises (federal state)	
Weekly working hours		Entitled to (...) vacation days during first year of employment		Entitled to (...) vacation days during sophomore year of employment	
Name and residence of bank		IBAN		Alternative account holder	
				☐ Cash	
Employee is					
☐ Managing partner of the reporting GmbH or UG ☐ Spouse of the reporting sole proprietor					
☐ Registered life partner of the reporting sole proprietor under the LPartG ☐ Natural child of the reporting sole proprietor					
☐ Adopted child of the reporting sole proprietor ☐ Grandchild of the reporting sole proprietor					

Employment status (single choice)

☐ Regular employee (monthly income exceeds 2000.- €) If employee has additional jobs with wages above 603.- € please specify exact monthly income under "Notes".	☐ Apprentice End of apprenticeship contract:	☐ Non-mandatory pre-study industrial internship ☐ Non-mandatory pre- or post-study industrial internship ☐ interim internship (<i>attach valid matriculation certificate</i>) ☐
☐ Minijob (up to 603.- € per month) In addition, fill in P6002	☐ Student Attach a valid matriculation certificate!	☐ Mandatory pre- or post-study industrial practical Enclose corresponding proof found within study regulations
☐ Low wage income (603.01 € – 2000.- € per month) In addition, fill in P6003	☐ Short-term/seasonal employment (3 months or 70 working days per year) In addition, fill in P6004	☐ Mandatory interim study industrial practical Please enclose corresponding proof found within study regulations!

Income tax deduction properties (are necessary for new hires during the first payrun, afterwards retrieved electronically)

Employee's occupation is a:		In case of minijob		Professional association dues	
☐ Primary occupation ☐ Additional occupation		☐ 2 % Tax paid by employer ☐ 2 % Tax paid by employee		☐ Bremen ☐ Saarland	
Tax-ID (11 digits)	Tax class	Employee's religious denomination		Spouse's religious denomination	
Children's allowance	Monthly tax free amount (€)	Monthly additional amount (€)		Coefficient	

Statutory accident insurance

Hazard class	<i>in case nothing is filled in, Paychex will use the main rate for increased risk area</i>
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Cost calculation (costs can be divided into up to 10 cost units. Please enter your desired segmentation under "Notes")

Cost calculation	Payer
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Company pension scheme (please enclose contract documents)

☐ Primary insurance ☐ Pension fund ☐ Relief fund ☐ Contract regarding capital-forming investments (VL-Vertrag)	Total monthly Fee	Employer's contribution	Employee's contribution
	euro	euro	euro
First run:	Receiving financial institution	Contract number	
☐ Direct debit or standing order			
Name and location of bank	IBAN		

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Social insurance data

☐ Statutory health insurance Name of insurance (Enclose membership certificate of health insurance)	☐ Voluntarily insured with a compulsory health insurance fund (if gross earnings exceed 77,400.-€ annually or 6,450.- € monthly. Name and business premises of insurance (Enclose membership certificate of health insurance) ☐ The employer does not pay the total contribution to the health insurance	☐ Private medical insurance Monthly fee as specified by § 257 SGB V Total fee for health insurance _____ € Total fee for nursing insurance _____ € <u>Deductible amount from wage tax as specified by</u> § 10 Abs. 1 Nr. 3 EStG Deductible amount for health insurance _____ € Deductible amount for nursing insurance _____ € <i>Please enclose certificates issued by private insurance. Please also enter employee's last health insurance as the pension- and unemployment insurance contributions must be paid accordingly.</i>
Social Security Number (12 digits):		Nationality:
☐ Pension contributions will go to a specific professional benefits plan / pension scheme. The employee will transfer the total amount himself (Add a certificate of said benefits plan / pension scheme)		
Does the employee have children? ☐ Yes ☐ No		
Education ☐ Without diploma (1) ☐ Volks-/Hauptschule (2) ☐ Mittlere Reife or equivalent (3) ☐ Abitur/Fachabitur (4) ☐ Unknown (5)	Graduation level/vocational education ☐ Without vocational education (1) ☐ Completed their vocational education (2) ☐ Craftman's diploma or equivalent (3) ☐ Bachelor (4) ☐ Master's degree or equivalent (5) ☐ PhD (6) ☐ Unknown (7)	
Temporary work assignment (TWA) ☐ No (1) ☐ Yes (2)	Type of employment ☐ Full-time, permanent (1) ☐ Full-time, fixed-term employment (3) ☐ Part-time, permanent (2) ☐ Part-time, fixed-term employment (4)	
☐ Employed retiree Type of pension:		
☐ Employee with severe disability (Add a copy of respective employee's severe disability certificate)		
☐ Wages in the construction industry ZVK - employee number: (Add a holiday certificate from previous employer)		

Salary (please remember the statutory minimum wage of 13.90 € or the specific minimum wage for your industry)

Salary euro	Hourly wage euro	Additional pay euro	Is the annual income higher than 77,400.- €? ☐ Yes ☐ No
Apprentice 1st year euro	Apprentice 2nd year euro	Apprentice 3rd year euro	Apprentice 4th year euro
Passage money (private car) euro	Distance between residence and workplace (one way) kilometers	Taxation of passage money: ☐ By employer (taxed with 15%) ☐ By employee via tax card	
Company car gross list price euro	Distance between residence and workplace (one way) kilometers	Employee's contribution per month euro	

Notes

Note: Immediate reports must be requested from Paychex with a separate form.

Place, date

Employer's signature