

UNIKASSEL UNIVERSITY

The President
Kassel University
Payroll Office
Mönchebergstr. 19
D-34125 Kassel

bhf@uni-kassel.de
Tel +49 561 804 7801
Fax +49 561 804 7899

Important notice

This self-declaration is required to enable us, as your new employer, to retrieve your main tax data from the Tax Office and to deduct tax from your remuneration/wages accordingly.

As you possibly have other employment relationships, we would be grateful if you would take particular care with the question about your main source of employment for tax purposes.

Self-declaration for the Electronic Wage Tax Criteria (ELStAM) at the start of employment

Surname: _____

First name: _____

Name at birth: _____

Date of birth:

--	--	--	--	--	--	--	--	--	--	--

My tax identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The employment relationship for which payment is to be made by the University's Payroll Office is from _____ as follows:

Main employment in tax group I II III IV V

Secondary employment (tax group VI)

I am currently have another source of employment No Yes

If yes, please give more precise information about other employers here:

(Name, Address, Amount of income, Period of employment)

I am liable for church tax

No

Yes

I am a member of the following denomination:

I hereby give my assurance that the above details are accurate

Place, date, signature

To be completed by the Human Resources Department

Staff number: _____ Processed by: _____
University Payroll Office