

Self-disclosure for the electronic income tax deduction features procedure (ELStAM) upon commencement of employment

Important information:

This self-disclosure is necessary so that we – as your new employer – can call your essential tax data at the Inland Revenue Office and can carry out a corresponding taxation of your remuneration/ salary. As you may have further employment relationships, we request that you pay special attention to the question regarding the main employment in the tax-related context.

Last name:		Employed at the university:	
First name:		Date of birth:	
if applicable name at birth:		Main place of residence of the employee:	
Personnel no (if already known):			

It is essential that you please pay attention that you merely inform us of your tax identification no. (Tax ID. – is allocated by the Federal Tax Office) and not your Tax No. under which you are registered at the Inland Revenue Office.

Tax ID:

11-digit number = without special characters (blanks)										

Misplaced, lost or forgotten your ID number? The Federal Central Tax Office (Bundeszentralamt für Steuern) will notify you of your new ID number (input form on the homepage).

From _____ the employment relationship, which is to be settled by the University office for salaries is a

- ☐ main employment relationship with income tax class ☐ I ☐ II ☐ III ☐ IV ☐ V.
(Note: Studies are not an employment relationship!)
- ☐ Secondary employment relationship (income tax class VI).

Details regarding further employment relationships (Multiple employment):

- ☐ I currently do not perform **any** further employment relationship.
- ☐ A further employment relationship exists/existed in the current year at
(if applicable enclose last pay slip):

Name, address of other employers	Period of employment: from/until	Monthly income/gross

I am liable to church tax:

- ☐ No ☐ Yes, I am a member of the following confession: _____

I assure the accuracy of the details provided above:

I can be contacted as follows in case of any questions:

Phone: _____

Email: _____

Place, date, signature

The original is to be returned to:

Universität Kassel
Hochschulbezügestelle
34109 Kassel