

Self-disclosure for the electronic wage tax deduction characteristics procedure (ELStAM) at the start of employment

Important Notice:

This self-disclosure is required so that we –as your new employer– can retrieve your essential tax data from the tax office and make an appropriate taxation of your remuneration/salary. Since you may have other employment relationships, we ask you to be particularly careful when asking about your main employment for tax purposes.

Name:	Employed at the University:
First name:	Personnel no:
if necessary Birth name:	Clerk of the University Paying
Date of birth:	Agency: Principal residence of the staff member:

Please make sure that you only provide us with your tax identification number (tax ID – issued by the Federal Tax Office) and not the tax number under which you are registered with the tax office.

Tax ID:

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11-digit number = without special characters (spaces)

From _____ the employment relationship to be accounted for by the university employment office is a

- Main employment relationship with income tax class I II III IV V
 (Note: A study program is not an employment relationship!)
- Secondary employment (income tax class VI)

Information on other employment relationships (multiple employment): I do

- not** currently have **any** other employment.
- There is/was another employment relationship in the current year with (attach last pay statement if applicable):

Name, address of other employers	Employment period: from/to	monthly income/gross

I am subject to church tax:

- no yes, I belong to the following denomination: _____

I certify that the above information is correct: I can Return original to: University of Kassel University Reference Office 34109 Kassel	be reached for further inquiries:
	Phone: _____ Contact the university reference office: E-mail: +49 561 804- 7801 od. 7800 _____ E-mail: bhf@uni-kassel.de Fax: +49 561 804 7899