

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

Checklist for new/returning staff, LBV Vordruck 103

Dear Sir or Madam

We are responsible for paying your salary and, if applicable, *Kindergeld* (child benefit) from the moment your contract begins. In order to pay your salary on time, you need to give us some additional information. This checklist will help you find your way through the great number of *Vordrucke* (forms and information) that are involved.

Where can I find the *Vordrucke* (forms and information)?

You can find all *Vordrucke* on our internet pages. You can either type www.lbv.bwl.de/vordrucke directly into your browser or you go to our homepage www.lbv.bwl.de and click on "Vordrucke".

The screenshot shows a web browser window with the address bar displaying <http://www.lbv.bwl.de/vordrucke/>. The website header includes the logo of the Landesamt für Besoldung und Versorgung Baden-Württemberg and a navigation menu with links like "Wir über uns", "Service", "Ausbildung", "Aktuelles", "Kundenportal", "Stellenangebote", "Fachliche Themen", "Versorgungsauskunft", and "Kontakt". A search bar is located on the right. The main content area is titled "Vordrucke" and contains instructions on how to use the search function. Below the instructions, there are input fields for "Personenkreis" (set to "bitte wählen"), "Anlass" (set to "bitte wählen"), "Titel" (empty), and "Vordrucknr." (set to "103"). A "Suchen" button is next to the "Vordrucknr." field. Below the search fields, a table lists the search results:

	Titel	Vordrucknr.	Personenkreis	Anlass
	Neueinstellung Arbeitnehmerinnen und Arbeitnehmer ("Checkliste")	103.pdf	Arbeitnehmer	Neueinstellung, Checkliste

• Here you can find this "**Checklist**" (in German) with **direct links to ALL required forms and information**. Please enter number 103 in the box next to "Vordrucknr.".

• In case you know the numbers of the required *Vordrucke*, you can simply enter this number in this same box (without LBV, e.g. 42101), and the pdf version of the document will appear.

If you are not able to print the documents, you will receive the printed versions from your employer (not from the LBV).

Which *Vordrucke* (forms) do I have to submit?

1. In case of re-employment (you have been employed by the state of Baden-Württemberg before):

If **less than 3 months** have passed since the end of your previous employment, we need

- the *vereinfachte Erklärung zur Auszahlung der Bezüge , Sozialversicherung und zur Zusatzversorgung* (simplified declaration on payment of earnings, social security and the supplementary pension scheme): LBV 42101v

If there have been significant changes, or more than 3 months have passed since you were last employed by the state of Baden-Württemberg, please submit

- the documents listed under no. 2 (new employment)

2. If you are a new employee (you have never before been employed by the state of Baden-Württemberg):

2.1 You are required to submit the following documents:

- *Erklärung zur Auszahlung der Bezüge* (declaration for payment of earnings): LBV 42101
- *Erklärung zur Sozialversicherung* (declaration on social security): LBV 42101s
- *Erklärung zur Zusatzversorgung* (declaration on supplementary pension scheme): LBV 42101z

or the declaration on the supplementary pension scheme for artistic staff and orchestra members: *Erklärung zur Zusatzversorgung für das festangestellte künstlerische Personal und für Orchestermitglieder (Tarifverträge NV Bühne und TVK)*: LBV 42101zt

- certificate of membership from your health insurance provider,

Important information required for calculating income tax

"ELStAM" (Elektronische LohnSteuerAbzugsMerkmale) is income tax information that is transmitted via an electronic data exchange system. We need your personal tax identification number (*Steuer-ID*) and your individual tax liability information, e. g. taxation category (*Steuerklasse*) and religious denomination (*Konfession*), for this system. You can state these details in the *Erklärung zur Auszahlung der Bezüge* (declaration for payment of earnings).

With your tax identification number (*Steuer-ID*) we can access the "ELStAM" information for this employment contract at the *Bundeszentralamt für Steuern* (Federal Central Tax Office). If we calculate your first salary without having received any "ELStAM" information, we calculate your income tax based on the information you have provided.

If the tax information you have provided differs from the "ELStAM" information, your income tax will be calculated based on "ELStAM". To update/correct data contained in "ELStAM", you need to contact your local *Finanzamt* (tax authority).

2.2 Do you wish to receive *Vermögenswirksame Leistungen* (capital-forming benefits)? Then please submit:

- *Antrag auf Vermögenswirksame Leistungen* (application for capital-forming benefits) LBV 507

2.3 If you have a child/children, have been employed for more than 6 months and are applying for *Kindergeld* (child benefit) for the first time, or you already receive *Kindergeld* from another *Familienkasse*, please submit:

- *Antrag auf Kindergeld* (LBV KG1) (child benefit claim) and the *Anlage Kind* (LBV KG1ANLAGE) (corresponding attachment)

More information

You can find more information in the

- *Merkblatt für Arbeitnehmerinnen, Arbeitnehmer und Auszubildende* (information for employees and trainees/apprentices): LBV 42607

For more information (in German) on salary payments, visit our website and go to "Arbeitnehmer" (www.lbv.bwl.de/fachlichethemen/arbeitnehmer)

Your

Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV)