

Notes for the Employee Information form and Payment Information form

1 Housing – within the meaning of section 10 (3) of the German federal law regulating accommodation cost (Bundesumzugskostengesetz – BUKG) – comprises an enclosed space with multiple rooms, in which a household can be run, one of which is always a kitchen or a room with cooking facilities. This also comprises water supply, drainage and a toilet.

In this respect, a single room therefore does not constitute housing, even if it is equipped with cooking facilities and the facilities necessary to run a household. If only one room is rented with shared use of the bathroom, kitchen and toilet, this also does not meet the definition of housing as defined in section 10 (3) BUKG.

However, a single-room with cooking facilities and an adjoining toilet constitutes housing as per the definition. The requirements are also met if – in the case of older buildings – the sanitary facilities are located outside of the unit.

In order to constitute housing in the sense of the legal definition, it does not matter whether the tenant has sole rights to the accommodation or has rented it together with others as a flat-share (Wohngemeinschaft or WG).

2 Disability within the meaning of part two of Book IX of the German Social Code (Sozialgesetzbuch – SGB). Please enclose a certified copy of your proof of disability or equivalent status.

3 All main and additional employment – including leave of absence – must be entered, as well as any current education or training.

Please enclose certified copies of the relevant supporting documents (certificates of employment, qualifications, or military service). These should clearly specify the start and end of each individual period.

Students should enclose current proof of enrolment.

4 Recipients of pension benefits under civil service law (retired civil servants, widows, widowers, orphans, recipients of maintenance payments) are obliged under section 74 (2) of the Lower Saxony act governing civil servants' pensions and allowances (Niedersächsisches Beamtenversorgungsgesetz – NBeamtVG) to notify the pension authority promptly of their income and of any changes to it, including income from employment in public service. The same applies in the event of commencing new employment under public law (e.g. as a civil servant) or under private law if a bridging pension is paid in accordance with section 53 NBeamtVG.

5 Please enclose confirmation of VBL (formerly ZRL) supplementary pension insurance or termination thereof for verification.

6 Section 35 (8) of the Lower Saxony law regulating salary (Niedersächsisches Besoldungsgesetz – NBesG) specifies which employers belong to the public service. If in doubt, please state your employer so that your salary office can clarify this and overpayment can be avoided.

7 In order to receive tax incentives for a pension plan, your salary office must disclose data to the central office that deals with state-subsidised private pensions (Zentrale Zulagenstelle für Altersvermögen – ZfA). In addition to identifying that you belong to this group, information must be disclosed about your income in the year preceding the current contribution year, as well as the information required for granting child allowance. Without your consent you will not receive subsidies and your contributions cannot be claimed as supplementary pension under special expenses in accordance with section 10a of the laws regulating income tax (Einkommensteuergesetz – EStG).

Social insurance ID:

In the event of employment, your social insurance ID is required for payment of wages.

Capital-forming benefits:

Employees and civil servants are entitled to receive capital-forming benefits. If you wish to do so, please notify me in writing referencing your staff ID number and the type of investment you have chosen. Forms are available from banks and companies (building societies, insurance companies, etc.).

Please sign the final page of the Payment Information form!

Only to be completed by: civil servants, judges, and employees under civil service law	Marital status				
	single	married/civil partnership	widowed	divorced/dissolved civil partnership	separated
	Spouse's (also if divorced)/civil partner's details (husband/wife/civil partner)				
	Surname, first name, name at birth (if applicable)			Geburtsdatum	
	Type of employment or income				
	not employed		employed since _____		self-employed
	public service employment or equivalent employment ⁶			in receipt of family or social allowances	
	in receipt of pension benefits under civil service law or under a pension scheme (not VBL) due to public service employment				
	Name and address of institution or employer, pensions authority, staff ID number (please always indicate)				
	I do not know whether my spouse/ civil partner is employed or in receipt of pension benefits.				
	Children's details				
	Surname, first name		Date of birth		Legal status (e.g. biological child, step-child)
	1)				
	2)				
	3)				
4)					
Child benefit no. (please enclose a copy of the confirmation letter)		Recipient of child benefit			
Private pensions ⁷					
I have taken out a private pension policy (" Riesterrente ") . I consent to the disclosure of my data to ZfA for tax purposes.					
ZfA allowance number / social insurance number					
Single or divorced persons					
I am required to pay financial support to my former husband/wife/civil partner.				no	yes
If yes: amount currently paid - EUR/month - (please enclose judgement, settlement or similar)					
I have taken the following other person (biological or legal children) into my household on a non-temporary basis and pay them maintenance on the basis of legal or moral obligation or because I need their help for professional or health reasons (children are also deemed to be part of the household if they live somewhere else at your expense, whereby the domestic relationship with you is unaffected).					
Person's surname, first name		Date of birth	Joined household on		

Information on data protection:

Your personal data is collected in this Payment Information form and subsequently processed on the basis of Article 88 of the General Data Protection Regulation (GDPR) in conjunction with Section 88 (1) of the Lower Saxony regulations governing employment of civil servants (Niedersächsisches Beamtengesetz – NBG), and – where applicable – Section 12 (1) of the Lower Saxony regulations governing data protection (Niedersächsisches Datenschutzgesetz – NDSG). The information is required in order to calculate and pay your future salary in the amount to which you are entitled. Please also refer to the information on data protection on the NLBV website (www.nlbv.niedersachsen.de). You are required to provide the requested data in order to commence your future employment with the State of Lower Saxony.

Supporting documents

are enclosed will be duly submitted

Signature	I confirm that the information provided is true and complete
	Place, date, signature