

Personal data sheet

Employer

Employee

Gender male female
Social security no. 756.
Surname
First name
Street / no.
ZIP / city / country
Date of birth
Nationality
Type of permit
Enclose a **copy**
Phone no.
E-mail address *
Password *

Spouse or registered partner

Gender male female
Social security no. 756.
Surname
First name
Street / no.
ZIP / city / country
Date of birth
Nationality
Type of permit
Enclose a **copy**

Civil status

single married registered civil partnership
 divorced dissolved civil partnership
 widowed

Seperated yes no
Date of civil status

Confession

Protestant Roman Catholic
Christian Catholic Jewish rel. community
other / none

Bank information

Bank
IBAN no.

Profession / salary

Job title
Start of employment (date)
Gross salary (per month) CHF ×12 ×13
Workload (in %)

if employed on an hourly basis:
Hourly wage CHF
Estimated hours/month

Comments

Emergency contact

Surname
First name
Relation
Phone no.

Important notes

If you are subject to tax at source (withholding tax), please fill in the form in tab «tax at source».

If you would like to apply for child allowances, please fill in the form in tab «child allowances».

* The e-mail address and password are used for sending out the monthly payslips as well as the salary certificate.

Additional information from employees subjected to tax at source

Employee subjected to tax at source

Home address (domicile)

Street / no.
ZIP / city / country

Address of residence in Switzerland

Street / no.
ZIP / city / country

Cross-border commuter with daily return
Weekly resident
Short stay (max. 90 days)

Other employments / replacement income* / income (worldwide)

no yes:
Name of employer
Street / no.
ZIP / city / country
Gross salary (per month) CHF
Workload (in %)

if employed on an hourly basis:
Hourly wage CHF
Estimated hours/month
Total workload for **all** employments (in %)

Comments

Spouse or registered partner

Home address (domicile)

Street / no.
ZIP / city / country

Employment / replacement income*

no yes:
Name of employer
Street / no.
ZIP / city / country

Children

	Surname	First name	Date of birth
1			
2			
3			
4			

Clarification for parents tariff

Do you live in the same household with your children?	yes	no
Do you live in a concubinate?	yes	no
Do you have custody?	yes	no
Do you pay alimonies for children of legal age?	yes	no
Do you earn the higher gross income?	yes	no, my partner

Important notes

The information is used to determine the applicable tariff. If there is no reliable information, tariff AOY (for single persons or people with undetermined marital status) or tariff COY (for married couples) is used.

If there are several other employers please add the information under comments or on a separate additional sheet.

* Replacement income substitutes salary income in form of daily allowances from sickness insurance, accident insurance, invalidity insurance, etc.

Additional information for child allowances

Child 3

Surname

First name

Date of birth

Social security no. 756.

Lives in the same
household? yes no

If not, where does the child live?

Street / no.

ZIP / city / country

Who has custody? shared employee
 other parent

For foreign children residing in Switzerland:
How long has the child been staying here with official permission?
since:

Complete only for children aged 15 to 25 in education:

Type of education

Is the child's earned income higher than CHF 28'680.-?
yes no

If professional training or further education starts before the 16th birthday:
How many school years has the child completed?
(kindergarten – high school)

Child 4

Surname

First name

Date of birth

Social security no. 756.

Lives in the same
household? yes no

If not, where does the child live?

Street / no.

ZIP / city / country

Who has custody? shared employee
 other parent

For foreign children residing in Switzerland:
How long has the child been staying here with official permission?
since:

Complete only for children aged 15 to 25 in education:

Type of education

Is the child's earned income higher than CHF 28'680.-?
yes no

If professional training or further education starts before the 16th birthday:
How many school years has the child completed?
(kindergarten – high school)
