

Personaldienststelle  
Hochschule Anhalt  
Bernburger Straße 55  
06366 Köthen (Anhalt)  
Germany

**Translation of the official German document – only for information!**

Finanzamt Dessau-Roßlau  
Bezügestelle  
Außenstelle Magdeburg  
Otto-von-Guericke-Straße 4  
39104 Magdeburg  
Germany

Received

Please  check and fill out all that apply.

Last name	First name	Date of birth	Staff number
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**Form for low salary and temporary employment**  
*Please answer all of the following questions to allow proper payroll accounting.*

**1. Status at beginning of employment**

- Student (please attach verification)
- Undergraduate (please attach verification of enrollment)
- School leaver intending to attend vocational training
- School leaver intending to study
- Pensioner

Type of pension scheme:

- self-employed
- unemployed
- employee on unpaid leave
- employee
- intern
- doing military service
- other: \_\_\_\_\_
- civil servant
- job-/education-seeking
- Registered at employment office?
  - yes, receiving benefits
  - yes, not receiving any benefits
  - no

**2. Health insurance details**

I am insured by a:

- statutory health insurance company
  - via individual membership
  - via family coverage

Name of the insurance company: \_\_\_\_\_

- private health insurance company

### 3. Additional employments

I hereby confirm that an employment relationship with one or more different employers:

does not exist       exists as follows

Beginning and (where applicable) end of employment	Weekly working hours	Monthly gross income in euro	Own contribution to pension insurance scheme	Employer, including address (voluntary indication)
			<input type="checkbox"/> marginally compensated <input type="checkbox"/> own contribution to pension <input type="checkbox"/> no own contribution <input type="checkbox"/> not marginally compensated	
			<input type="checkbox"/> marginally compensated <input type="checkbox"/> own contribution to pension <input type="checkbox"/> no own contribution <input type="checkbox"/> not marginally compensated	
			<input type="checkbox"/> marginally compensated <input type="checkbox"/> own contribution to pension <input type="checkbox"/> no own contribution <input type="checkbox"/> not marginally compensated	

Is the employment with the Land of Saxony-Anhalt your main employment relationship\*?

yes, from: \_\_\_\_\_ to: \_\_\_\_\_       no, effective from: \_\_\_\_\_

(\*For the employer being able to process income tax deduction details using the electronic procedure ELSTAM, the employee is required to inform them whether the employment relationship is a primary or a secondary occupation.)

Within the current calendar year, I have already been part of one or more temporary employment relationships, or I have been unemployed while being registered as seeking a new job or training:

no       yes, as follows:

Beginning and end of employment/registration as unemployed seeking a new job or training	Completed days of work within this particular period	Monthly gross income in euro	Employer, including address (voluntary indication)

### 4. Declaration of details about pension scheme during low salary employment (450 euro maximum wage)

An employee in a low salary employment relationship may request to be relieved from the obligation to effect a policy in the statutory pension scheme by submitting a written declaration to his employer.

In that case, only the employer needs to pay a flat tax for the pension fund of the employee. By doing so, no claims to the pension fund are acquired.

**No,** I do not wish to be relieved from the obligation to effect a policy in the statutory pension scheme. The employer pays 15% and the employee pays 3,7% into the pension scheme. The monthly fees are to be deducted from a 175 euro minimum. Should the overall payments from one or more low salary employment relationships be below 175 euro, the employer is required to deduct 15% from the employee's salary in favor of their pension scheme; the employee is obliged to pay the remaining amount up to a minimum of 32,73 euro.

**Yes,** I hereby request to be relieved from the obligation to effect a policy in the statutory pension scheme while being in a low salary employment relationship, effectively giving up on the acquisition of compulsory contribution periods. The employer pays the flat tax. The one-time request to be relieved can not be revoked.

**I hereby confirm that the statements above are true. I commit myself to immediately inform my employer of any changes, especially those concerning additional employments.**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Place      Date      Signature

[Clear form](#)