

**Hinweis:** Diese Übersetzung dient als Hilfe zum Verständnis der Inhalte der deutschen Vorlage und ist kein offizielles Dokument.

**Please note** that the English translation only serves the purpose of providing information on the contents of the corresponding German text. Only the German version of this document is legally binding. Please complete and sign the German version.

### Verständnishilfe für LfF-Vorlage VNB507# – Stand 04/2024

To the *Landesamt für Finanzen*  
(state finance office)

Office

Payroll office public servants

Received (payroll office) on

## Personnel Data Sheet for *Beamte* (Public Servants) for calculating salary payments

(Note on use of gender-specific forms used – not relevant in English)

### I Personal Details (to be completed by the employee)

Reference no. / personnel no. (if known):			
Title	Surname	Given name	Date of birth
Birth name	Place of birth	Citizenship	
Post code	Town/city	Street, house number	
Available by telephone at (optional):		Email address (optional):	
Office of employment (if not yet known, please name the administrative district ( <i>Regierungsbezirk</i> ) and work area):			
<i>Rentenversicherungsnummer</i> (social security number) / membership number with occupational pension scheme (if known):			

Please do not affix documentation with a stapler, paper clip or glue.

## 1. Declaration on payment method

My salary should be transferred to the following account <sup>1</sup> :	
BIC	<div style="border-bottom: 1px solid black; height: 20px;"></div>
IBAN	<div style="border-bottom: 1px solid black; height: 20px;"></div>
Bank (exact address):	
I am aware that	
<ul style="list-style-type: none"><li>- the payroll office may reverse any incorrect payments up until the last working day – if this is a Saturday, penultimate working day – of the month, before the date on which payment is due, even if they have already been credited to the account.</li><li>- my payments are not available to me to use until the date on which they are due (the last working day of the month – if this is a Saturday, penultimate working day).</li></ul>	
I hereby give my consent for the payroll office for public servants, soldiers and judges to withdraw any payments that have been made without legal reason, in particular when the legal reason has ended (e.g. after dismissal, after being granted unpaid leave) from my account using direct debit.	

## 2. Details concerning residence and family allowance:

<input type="checkbox"/> I am single, divorced or widowed. <b>Please complete <i>Erklärung zum Hauptwohnsitz</i> (declaration on your primary residence)!<sup>2</sup>.</b>
<input type="checkbox"/> I am married or have entered into a civil life partnership. <sup>3</sup> <b>Please complete <i>OFZ-Erklärung</i><sup>2</sup> (form for residence and family allowance)!</b>
<input type="checkbox"/> For health reasons, I need the help of another person, whom I have taken into my household, not only temporarily. <b>Please complete <i>OFZ-Erklärung</i><sup>2</sup> (form for residence and family allowance)!</b>
<input type="checkbox"/> I have one or more children for whom I or another person am/is entitled to child benefit ( <i>Kindergeld</i> ) pursuant to the German Income Tax Act ( <i>Einkommensteuergesetz – EStG</i> ) or the Federal Child Benefits Act ( <i>Bundeskindergeldgesetz – BKGG</i> ). <b>Please complete <i>OFZ-Erklärung</i><sup>2</sup> (form for residence and family allowance)!</b>
<input type="checkbox"/> I have taken a relative with a care level ( <i>Pflegegrad</i> ) of at least 2 into my household, not only temporarily. <b>Please complete <i>OFZ-Erklärung</i><sup>2</sup> (form for residence and family allowance)!</b>

<sup>1</sup> If the public servant's salary is transferred to an account held outside of the European Union, the recipient shall bear the costs of transfer as well as the costs of reporting the transfer as stipulated by Section 59 of the Foreign Trade and Payments Ordinance (AWV) pursuant to Article 18 (2) of the *Bayerisches Besoldungsgesetz* (BayBesG – Bavarian public servants remuneration act).

<sup>2</sup> Forms are available online at <https://www.iff.bayern.de/formulare/formularsuche/besoldung/#besform> or directly from your personnel department or your payroll office. (Translator's note: This website and the documents that can be found there are only available in German. Your personnel department or welcome centre may have an English version.)

<sup>3</sup> Civil life partnership as stipulated by the Act on Registered Life Partnerships.

**3. Information for calculating basic pay according to pay level and for calculating length of service for anniversaries**

**Please enter the corresponding time period(s) in section 6 of this personnel data sheet!**

<input type="checkbox"/>	I have not been employed in public service before and I have not participated in a VET programme in public service.
<input type="checkbox"/>	I have been employed in public service before or have participated in a VET programme in public service. (Please submit appropriate documentation).
<input type="checkbox"/>	I am being transferred from another employer who is subject to the <i>Bayerisches Besoldungsgesetz</i> (Bavarian public servants remuneration act – <i>BayBesG</i> ) to the Free State of Bavaria (without interruption of the status as a public servant ( <i>Beamter/Beamtin</i> )). Details of previous employer:  <b>Please enclose last pay slip!</b>

**4. Allocation of a higher initial pay level within pay grades A9/A10 (as stipulated in Article 30 (1) sentence 3 of the *Bayerisches Besoldungsgesetz* (Bavarian public servants remuneration act – *BayBesG*))**

<input type="checkbox"/>	My intended employment is for a so-called “ <i>Fachlaufbahn mit fachlichem Schwerpunkt mit technischer Ausrichtung</i> ” (a specialist career track in a technical area) as stipulated by Article 34 (3) of the <i>Gesetz über die Leistungslaufbahn und die Fachlaufbahnen der bayerischen Beamten und Beamtinnen</i> (law on career categories and specialist tracks for Bavarian public servants – <i>LlbG</i> ).  Documentation of a standard duration of studies of more than six semesters for my educational background ( <i>Fachhochschule</i> (university of applied sciences) or equivalent degree)  <input type="checkbox"/> is enclosed or  <input type="checkbox"/> will be submitted at a later date.
--------------------------	---

**5. Periods deemed equivalent to service as stipulated by Article 31 of the *Bayerisches Be-soldungsgesetz* (Bavarian public servants remuneration act – *BayBesG*) that cause a fictitious earlier commencement of service:**

(Moving up into higher levels of the pay grades is regulated based on years of service since commencement of service, see Article 30 (2) sentence 1 / Article 47 (2) sentence 1 of the *BayBesG*).

**Please enter the corresponding time period(s) in section 6 of this personnel data sheet!<sup>4</sup>**

<p>To be appointed as a “<i>Beamter/Beamtin auf Probe</i>” (public servant on probation), the following was legally required:</p> <p><input type="checkbox"/> <i>Vorbereitungsdienst</i> (traineeship)</p> <p><input type="checkbox"/> relevant work experience as a main occupation</p>
<p><input type="checkbox"/> I have completed (voluntary) military service or alternative civil service, <i>Bundesfreiwilligendienst</i> (federal voluntary service), <i>Entwicklungshelferdienst</i> (development aid service), a <i>freiwilliges soziales Jahr/freiwilliges ökologisches Jahr</i> (a year volunteering in the social or ecological sector). [Please enclose appropriate <i>Dienstzeitbescheinigung</i> (certificate confirming time of service)].</p>
<p><input type="checkbox"/> I have taken parental leave [please enclose documentation] or undertaken the care of a child [please give details].</p>
<p><input type="checkbox"/> I have given care to a close relative (parent, parent-in-law, spouse or civil life partner as stipulated in section 1 of the Act on Registered Life Partnerships (<i>LPartG</i>), sibling or child) who is/was medically certified to be in need of long-term care [please enclose documentation].</p> <p><b>Please enclose an additional written declaration describing in detail the specific care you provided.</b></p>
<p><input type="checkbox"/> I have completed an <i>Eignungsübung</i> (assessment exercise for candidates to become contract soldiers) as stipulated in the <i>Eignungsübungsgesetz</i> (legislation on <i>Eignungsübungen</i>) – please enclose the appropriate <i>Dienstzeitbescheinigung</i> (certificate confirming your time of service for the <i>Eignungsübung</i>).</p>
<p><input type="checkbox"/> I request that periods of membership in the German federal government, a German state government, the Bavarian Parliament (<i>Landtag</i>), or a legislative body of another state within the Federal Republic of Germany, of the Federal Republic of Germany or of the European Union be taken into consideration for a fictitious earlier commencement of service.</p> <p><b>Please enclose a written declaration of the times to be taken into consideration, including a guarantee that you did not receive a <i>Versorgungsabfindung</i> (compensatory severance payment) for these times.</b></p>
<p><input type="checkbox"/> I have requested my personnel department to take into consideration for an earlier commencement of service any other periods of main<sup>5</sup> occupation that are conducive to public service (Article 31 (2) of the Bavarian Civil Servants' Remuneration Act – <i>BayBesG</i>).</p> <p>I filed the request<sup>6</sup> with my personnel department on .</p>

<sup>4</sup> For details see numbers 2 and 4 to 7 of the “Notes on details of career path”.

<sup>5</sup> To qualify as a “main occupation” it is generally necessary that the occupation in question was paid, was indeed the most important professional occupation in the given life circumstances and that the occupation was performed to an extent at least corresponding to the permissible working hours for a public servant.

<sup>6</sup> Filing the request is necessary in order to gain a higher pay level or a reduced number of years of service before passing into the next pay level. Any resulting increases in pay can be made no earlier than from the first day of the month within which the request was filed onwards.

**6. Details of career path** (see “notes on details of career path” below)

Completed general school education on: _____	From	Until	Scope of position <sup>7</sup>		
This was followed by	DD / MM /YY	DD / MM /YY	full time	≥ 0.5	< 0.5

**Please enclose appropriate documentation.**

For further periods, please use a separate sheet or make a copy of this sheet.

**7. Capital accumulation**

\_\_\_\_\_

<sup>7</sup> Complete these columns only for periods of vocational training and employment.

Capital accumulation through investment of parts of the pay, and therefore the employer payment into the capital accumulation saving scheme

- ☐ is requested. The form requesting investment in a capital accumulation savings scheme or a certificate from the saving scheme respectively
- ☐ is enclosed.
- ☐ will be submitted at a later date.
- ☐ is not requested.

## 8. Deduction of income tax (must be completed!)

Information required for income tax purposes (*Lohnsteuerabzugsmerkmale*) has been managed using an electronic procedure (*ELStAM*) ever since this procedure was introduced to replace the income tax card (*Lohnsteuerkarte*) on 1 January 2013. Information required for income tax purposes is retrieved automatically from the tax office.

Please provide the following information for this purpose:

My tax ID number (*Steueridentifikationsnummer*) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 is:

This employment is

- ☐ my main employment (tax brackets I to V)
- ☐ a secondary employment (tax bracket VI)

A tax allowance pursuant to Section 39 a (1) sentence 1 number 7 of the Income Tax Act (*EStG*) of EUR \_\_\_\_\_ should be taken into consideration when calculating tax for the secondary employment<sup>8</sup>.

<sup>8</sup> Section 39a of the Income Tax Act (*EStG*): tax allowance and additional amount for income tax purposes (excerpt)

(1) <sub>1</sub> If so requested by an employee liable to pay full income tax contributions, the Tax Office calculates the total amount of tax allowance to be deducted from remuneration based on the total of the following amounts:

(...)

7. an amount for second or further employment up to a total of the annual taxable income pursuant to Section 39b (2) sentence (5), rounded down to the nearest euro, up to the amount for which the employee is exempt from income tax according to the employee's income tax bracket for the first employment.

<sub>2</sub> This is subject to the condition that

a) the annual remuneration from the first employment is less than the amount on which sentence 1 is based and

b) an amount is added to the remuneration for the first employment equivalent to the amount for the second or any further employment (additional amount for income tax purposes).

(...)

## 9. Retrospective insurance

The Free State of Bavaria has purchased retrospective insurance<sup>9</sup> for me:

☐ No.

☐ Yes.

If so, from (certifying office)

for the period from ..... to .....

## 10. Private pension scheme (e.g. the “Riester-Rente” scheme)

☐ Relevant data needs to be transmitted to the *Zentrale Zulagenstelle für Altersvermögen* (central agency for allowances for retirement assets – ZfA) so that they can ensure the tax benefit.

**Please complete the form<sup>10</sup> “Einwilligung zur Übermittlung und Verwendung von Daten zum Zwecke der steuerlichen Förderung der privaten Altersvorsorge” (data processing consent form)!**

## 11. Additional information

I hereby declare bound by my official obligations as a public servant that the information given above is correct.

I shall undertake to inform the responsible employee payroll office of the *Landesamt für Finanzen* (state finance office) of any changes to the information given above immediately and in writing.

I am aware that I have to repay any undue payments that I received due to a lack of or delayed information or errors in the information given.

Information on data processing and rights concerning data processing is available online at [www.lff.bayern.de/ds-info](http://www.lff.bayern.de/ds-info) or alternatively from our data protection hotline 0931 4504-6770. (Translators' note: This website and the documents that can be found there are only available in German. Your personnel department or welcome centre may have an English version.)

Date

Signature

<sup>9</sup> Pursuant to Section 8 (2) of the 6th book of the German Social Code (SGB VI), retrospective insurance is provided for persons who: worked as public servants or judges with a fixed-term contract (*Beamte/Richter auf Zeit*), a permanent contract (*Beamte/Richter auf Lebenszeit*) or on probation (*Beamte/Richter auf Probe*), soldiers not serving as part of the compulsory military service (*Soldat auf Zeit, Berufssoldat*), or as public servants in training subject to termination (*Beamte auf Widerruf im Vorbereitungsdienst*), other employees of organisations under public law, their associations, umbrella associations or working groups, members of a spiritual cooperative, deaconesses or members of similar groups or teachers at non-state schools or institutions and were not subject to or had been exempted from statutory pension insurance contributions, if they left employment with no pension claim or entitlement or if they have lost their pension entitlement and there is no reason for a delay of contribution payment (Section 184 (2) of the 4th book of the German Social Code – SGB IV).

<sup>10</sup> Forms are available online at <https://www.lff.bayern.de/formulare/formularsuche/besoldung/#besform> or directly from your personnel department or your payroll office. (Translators' note: This website and the documents that can be found there are only available in German. Your personnel department or welcome centre may have an English version.)

## Notes on details of career path

- for your records -

We need this information to assess your basic pay level and the length of service for anniversaries (*Jubiläumsdienstalter – JDA*).

Please complete the table as follows:

- Please enter all time periods after the end of your school education (e.g. *Abitur*, *Mittlere Reife* – school leaving certificates) **without any gaps** and enclosing the available **documentation** (e.g. *Dienstzeitbescheinigung*, (certificate confirming your times of service), *Elterngeldbescheid* (confirmation of receipt of parental allowance))
- All times must be given **to the day** (begin and end date)
- Please observe the following points:

### 1. Education and training (type of training)

Please state the type of training (e.g. studies (please state the subject you studied), *Fachschule* (vocational school), *Meisterschule* (vocational training school for master craftsmen), doctorate).

If periods of childcare or long-term care of close relatives fell within these periods, please state these separately (see no. 5 and no. 6 of this information sheet).

### 2. Employment (occupation) with (employer)

Please state the legal relationship to your employer [e.g. *Beamte* status (public servant), soldier with a fixed-term contract (see no. 7 of this information sheet), employee without *Beamte* (public servant) status, trainee, etc.]

When stating your employer, please do not use any abbreviations.

Please mark with a cross as follows in the column “working time”:

Full time	if you were employed full-time.
≥ 0.5	if you were employed part-time and working <u>at least half</u> of the regular working hours;
< 0.5	if you were employed part-time and working <u>less than half</u> of the regular working hours;

### 3. Without employment (reason)

If there is a special reason why you were without employment, please name the reason; if necessary explain the reason under “*zusätzliche Bemerkungen*” (additional comments). Reasons may, for example, be: seeking employment or seeking vocational education and training; waiting period (for example if vocational education and training could only be started at a particular time);

If there were periods of childcare or long-term care of close relatives within these periods, please state these separately (see no. 5 and no. 6 of this information sheet).



#### 4. Time relevant to society

This includes *Grundwehrdienst* (basic military service) and additional voluntary military service, military training exercises, *Zivildienst* (civilian service) and voluntary additional civilian service, *Bundesfreiwilligendienst* (federal voluntary service), *Entwicklungshelferdienst* (development aid service), the *freiwilliges soziales Jahr* (year volunteering in the social sector) and the *freiwilliges ökologisches Jahr* (year volunteering in the ecological sector).

Please state the exact name (e.g. “*Grundwehrdienst*”) and enclose the *Dienstzeitbescheinigung* (certificate of time of service).

Please also state when you applied for the later employment in public service and whether this application was decisive for your employment, so that these times can be taken into consideration.

#### 5. Periods of childcare (for child, born on)

Please state the child's surname, given name and date of birth

This includes periods of childcare within (parental leave, family-related leave of absence), but also outside of an employment relationship.

For periods of childcare outside of an employment relationship (for example during a period of unemployment, or during your studies), please give details showing that the childcare was your main occupation under “*zusätzliche Bemerkungen*” (additional comments) or on a separate sheet.

Please enclose copies of relevant authorisations of parental leave.

#### 6. Periods spent taking care of close relatives

Please state the surname, given name, and date of birth of the relative. Please also state their relationship to you (e.g. father). For periods of long-term care outside of an employment relationship (for example during a period of unemployment, or during your studies), please give details showing that your role as a caregiver was your main occupation under “*zusätzliche Bemerkungen*” (additional comments) or on a separate sheet.

#### 7. Special regulations for former *Beamte* (public servants)/judges/soldiers with fixed-term contracts

Please additionally state / enclose:

- copy of your first certificate of appointment or copy of the appropriate *Dienstzeitbescheinigung* (certificate of time of service) (soldiers with fixed-term contracts);
- documents that show the pay grade you were in at the time of appointment (not times of vocational education and training – *Ausbildung*);
- periods without claim to basic salary (e.g. waiting periods, periods of leave of absence; please state the reasons);
- leave of absence justified on the basis of official business;
- periods of culpable absence without leave;
- time at which any jubilee gifts or bonuses were given.

## II Additional notes from the office responsible for staff<sup>11</sup>

(to be completed in advance by the office responsible for staff)

Surname	Given name	Reference number
Date of nomination	Official title (position)	Pay grade
Department/office		Cost centre (chapter, title, authorising office (AOST))
<p>The employee is being transferred (as per Article 30 (4) of the <i>Bayerisches Besoldungsgesetz</i> (Bavarian public servants remuneration act – <i>BayBesG</i>)) from another public employer who is not subject to the <i>BayBesG</i> (see Article 1 (1) of the <i>BayBesG</i>):</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>The requirements for the allocation of a higher initial pay grade level in accordance with Article 30 (1) sentence 4 of the <i>BayBesG</i> in combination with Article 39 (1) of the <i>Gesetz über die Leistungslaufbahn und die Fachlaufbahnen der bayerischen Beamten und Beamtinnen</i> (law on performance career track and specialist tracks for Bavarian <i>Beamte</i> (public servants) – <i>LlbG</i>) are fulfilled:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>The basic requirements for the allocation of a higher initial pay grade level in accordance with Article 30 (1) sentence 3 of the <i>BayBesG</i> in combination with Article 34 (3) of the <i>LlbG</i> for intended employment in a specialist career track in a technical area (<i>Fachlaufbahn mit fachlichem Schwerpunkt mit technischer Ausrichtung</i>) are fulfilled (the payroll office will check the requirement of a standard duration of studies of more than six semesters).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>A copy of the official notification determining other relevant periods of main occupation that are conducive to public service in accordance with Article 31 (2) of the <i>Bayerisches Besoldungsgesetz</i> (Bavarian public servants remuneration act – <i>BayBesG</i>)</p> <p><input type="checkbox"/> is enclosed.</p> <p><input type="checkbox"/> will be submitted at a later date.</p> <p><input type="checkbox"/> Other relevant periods of main occupation that are conducive to public service are not expected to be confirmed.</p>		

<sup>11</sup> Please also give the address of the payroll office responsible for the future recipient of payments at the top left of page 1.

Employment from	as	12
<p>a) To qualify, relevant work experience (as a main occupation) was required in addition to the vocational training (<i>Vorbereitungsdienst</i>).</p> <p><input type="checkbox"/> Yes. (Legal basis)<sup>13</sup></p> <p><input type="checkbox"/> As a subject teacher for industrial trades</p> <p>b) Is the completion of a <i>Meisterprüfung</i> (master craftsman's diploma) a requirement for conferral of <i>Beamte</i> status?</p> <p><input type="checkbox"/> Yes. (Legal basis)</p> <p><input type="checkbox"/> No.</p> <p>If you answered "yes":</p> <p>Please state the minimum duration of a main occupation that was required to be admitted to the <i>Meisterprüfung</i> (master craftsman's diploma)</p> <p style="text-align: center;">Years                      months</p>		
<p><b>Employment eligible for allowances from</b>                      as</p> <p>Legal basis:</p> <p><input type="checkbox"/> not applicable</p>		
<p><b>If necessary, additional notes for the assessment of remuneration components</b> (for example allowances/compensation/expenses):</p> <p><input type="checkbox"/> not applicable</p>		
<p>The above information matches the personnel records/is hereby confirmed.</p>		
Address of office responsible for staff	Responsible administrator	Telephone number
Date	Stamp, Signature (office responsible for staff)	

<sup>12</sup> For example: technical trade inspector (pay grade A10 or A 13) or subject teacher for industrial trades.

<sup>13</sup> For example: training regulations for the "*Gewerbeaufsicht*" (trade supervision) subject area (*FachV-GA*)