

| Personnel data new hire | |
|---|--|
| Name | |
| First name | |
| Zip-Code, Address | |
| Employee Number | |
| Cost Centre | |
| date of birth | |
| gender (m/f) | |
| civil status | |
| nationality | |
| if Swiss hometown/citizenship (Heimatort) | |
| if foreign: type of permit of residence | |
| social security number (AHV) | |
| date of entry of employment | |
| subject to military/civil service | |
| number of children qualifying for allowances (remark: documents needed for set up / qualification to be checked with other parent) | |
| monthly salary gross (on assumed level of 100 % employment) | |
| fixed monthly car allowance, to be paid to employee | |
| fixed monthly expense payments | |
| other regular monthly payments (to be specified) | |
| level of employment | |
| number of annual payments (generally 12 x or 13 x) | |
| fixed recurring amount of expenses (to be specified) | |
| further line items (to be specified) | |
| Registration with pension fund | |
| fully able to work and healthy? | |
| beneficiary of (part time) disability pension? | |
| (obligation of) assistance to family members or third parties (to be specified and documented if not marriage partner or children) | |
| monthly contribution to pension fund (as far as already communicated / known or eventually amount of down payment on a provisional/estimated basis) | |
| Tax at source | |
| Underlying tax at source? | |
| if applicable | |
| - religion | |
| - level of employment of marriage partner | |
| Payment Instructions | |
| Name of Bank or Institution | |
| zip code and domicile | |
| IBAN | |
| or postal account No | |
| Special remarks on wire transfer | |

Personnel data new hire

Annexe: working contract and further documents, as specified above

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Company

#VALUE!

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