

Personnel Questionnaire Termination

Company name

Name of employee

Personnel number

This personnel questionnaire is used to record personnel data for the DATEV payroll accounting programme as well as to register the employee. The completed personnel questionnaire is stored by the employer / payroll office in order to comply with the retention period.

Please note that registration can only take place on presentation of a **fully completed** questionnaire. Without registration, **no** payroll accounting can take place!!

Details of termination / dismissal

Employment relationship was dismissed / terminated or termination agreement concluded on	
Employment relationship was terminated as of	
Termination/dismissal by	<input type="checkbox"/> Employer/principal <input type="checkbox"/> Employee/officer, employer would not otherwise have given notice or would not have resigned at the same time <input type="checkbox"/> Employee/officer, employer would have resigned at the same time <input type="checkbox"/> Termination agreement, employer would otherwise not have terminated or would not have terminated at the same time <input type="checkbox"/> Termination agreement, employer would have terminated at the same time <input type="checkbox"/> By law or collective agreement
Method of service of the notice	<input type="checkbox"/> Personal <input type="checkbox"/> By mail

Relevant termination period of the employer

Termination period	Value (quantity)	<input type="checkbox"/> Calendar days <input type="checkbox"/> Business days <input type="checkbox"/> Weeks <input type="checkbox"/> Months
Reference date of the termination period	<input type="checkbox"/> At the end of the week <input type="checkbox"/> On the 15th of the month <input type="checkbox"/> At the end of the month <input type="checkbox"/> At the end of the quarter <input type="checkbox"/> At the end of the half year <input type="checkbox"/> At the end of the year <input type="checkbox"/> Without a fixed end	

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Additional information in case of exclusion of termination

Statutory/collective agreement exclusion of ordinary termination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporally unlimited exclusion of ordinary termination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Termination subject to a time limit despite unlimited exclusion of ordinary termination	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional information in the event of termination / dismissal by the employer / principal

Notice of termination was given in writing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dismissal for operational reasons	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee has brought an action for unfair dismissal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Is uncertain				
Termination for breach of contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of previous warning for breach of contract on:		

Further information on termination / dismissal

Additional termination agreements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Social selection was made	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable, because dismissal/ termination due to personal reasons	
Examination of social selection by:	Number or name of the employment agency:	
Employer would have given termination notice if employee had not resigned	on:	to:
Ordinary termination is (collectively agreed) contractually only permissible against payment (severance pay, compensation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prerequisites for a termination for cause subject to a time limit exist or would have existed without a special (collectively agreed) contractual notice of termination	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Payments upon resignation / benefits upon termination of the employment relationship

Payments or entitlement to benefits upon termination of the employment relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Is uncertain
Reason for uncertainty	<input type="checkbox"/> Entitlement to remuneration disputed <input type="checkbox"/> Entitlement to remuneration unclear <input type="checkbox"/> Settlement not yet completed <input type="checkbox"/> Other

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Payments upon withdrawal / payment of benefits

Remuneration paid beyond the employment relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> It uncertain
Remuneration continues to be paid until:	

Payments upon resignation / holiday compensation

Compensation for leave upon termination of the employment relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Is uncertain
Unused days of holiday	
If the leave had been taken following the employment relationship, it would have lasted until / Leave compensation is paid until:	
Amount of holiday pay	

Payments upon resignation / severance payments

Payment of severance pay upon termination of the employment relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Is uncertain
Amount of the severance payment paid	
Severance pay is up to 0.5 months' salary for each year of employment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment of severance pay would also have been made in case of termination by employer	<input type="checkbox"/> Yes <input type="checkbox"/> No

Payments on leaving / early retirement benefits

Early retirement benefits or comparable benefit upon termination of the employment relationship	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Is uncertain
Start of the early retirement benefit	
Amount of early retirement benefit (as a percentage of gross pay)	

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Payments on leaving / additional information on the certificate of employment in accordance with § 312a SGB III

Waiver of claims arising from the employment contract	<input type="checkbox"/> Severance pay/remuneration for dismissal <input type="checkbox"/> Entitlement to remuneration beyond the end of the employment relationship <input type="checkbox"/> Compensation for leave due to termination of the employment relationship
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Fixed term / information in the case of fixed-term employment relationships

Employment relationship limited?	<input type="checkbox"/> Unlimited <input type="checkbox"/> Limited <input type="checkbox"/> limited to a specific purpose
Written conclusion of the fixed-term employment contract	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fixed-term employment contract as of	
Conclusion of employment contract on	
Extension of employment contract last on	
Extension of employment contract last until	
Temporary employment intended for at least 2 months, with prospect of continued employment	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date

Signature

Wir sind eine Steuerberatungskanzlei, deren Geschäftsräume zentral im Herzen von Frankfurt am Main liegen und 1986 in Frankfurt gegründet wurde.

Unsere Steuerberater stehen für **höchste Beratungsqualität** und **perfekten Service** rund um die Steuerberatung. Unsere langjährig erfahrenen Steuerberater und Mitarbeiter unterstützen Sie kompetent in allen steuerlichen Angelegenheiten.

Wir beraten hauptsächlich kleine und mittelständische Unternehmen, Selbständige und Freiberufler **bundesweit und international**. In steuerlichen Fragen unterstützen wir unsere Mandanten von der klassischen Lohn- und Finanzbuchhaltung, über laufende Steuererklärungen bis hin zu Jahresabschlüssen. Daneben bieten wir steuerliche und betriebswirtschaftliche Beratung.

Die Steuerberatungskanzlei, Lübeck & Kollegen, Steuerberater GbR ist Mitglied der DATEV.

Alles rund um's Personal:

Unsere Steuerberater beraten Sie gern!

Ob individuelle Beratung oder speziell angepasste Personalverträge. Unser kompetentes Team steht Ihnen immer zur Verfügung.



Wir bieten Ihnen ...

...einen **qualifizierten direkten Ansprechpartner** (eigene E-Mail-Adresse und Telefon-Durchwahl), **lösungsorientierte und ganzheitliche Beratung**, **zeitnahe Bearbeitung** Ihrer Fragen und Probleme und das alles **verständlich formuliert**.

Unsere Leistungsfelder:

- Lohnbuchhaltung
- Finanzbuchhaltung
- Abschlüsse
- Steuererklärung
- Existenzgründung
- betriebswirtschaftliche Beratung

Sie benötigen weitere Informationen zum Thema
„Personalfragebogen“?
Unsere kompetenten Steuerberater unterstützen Sie gerne!

Hotline: +49 (0) 69 – 24 26 62-0