

Personnel Questionnaire

Information for the creation of an instant registration

(as per art. 2, § 28a, para. 4 of the German SÄndG Act)

(Fields with a grey background are to be filled in by the employer)

Company name

Employee name

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!

Personal data

Surname	Given name
Nationality	Gender <input type="checkbox"/> male <input type="checkbox"/> diverse <input type="checkbox"/> female <input type="checkbox"/> undetermined
Insurance number (as per social security card)	Date of employment

Additional information required if insurance number is not provided

Street and house number (incl. additional information)	Postcode, city
Maiden name	Date of birth
Place of birth	Country of birth

Declaration by the employee:

I affirm that the above information is correct. I have been informed of my legal obligation to carry and present my identification papers (see page 2) during my period of employment.

Date

Employee signature

Date

For minors Signature
of the legal representative

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Excerpt from the law:

§ 28a

(4) Employers shall register the starting date of an employment contract on the day it begins with the data centre of the pension insurance carrier as per art. 2, insofar as they employ people in the following economic areas or economic sectors:

1. In the construction industry,
2. In the hotel and restaurant industry,
3. In the passenger transport industry,
4. In the freight-forwarding, transport and connected- logistics industries,
5. In the fairground entertainment industry,
6. For companies in the forestry sector,
7. In the commercial cleaning industry,
8. For companies involved in the assembly and disassembly of trade fairs and exhibitions,
9. In the meat sector,
10. In prostitution,
11. In the security and security industry.

Registration shall contain the following information on the employee:

1. Surname and given name,
2. Insurance number if known, otherwise the information required for issuing an insurance number (date, place of birth, address),
3. Employer's company number and
4. The date the employment contract begins.

Note for the employee:

Legal obligation to carry and present identification papers

(as per §2a of the Act to Combat Illicit Work and Illegal Employment (SchwarzArbG))

People who work in the economic areas or economic sectors listed above are legally obligated to carry their personal identification card, passport, substitute passport, or substitute identification card and present it to the customs authority upon request.

We are a tax consultancy whose offices are centrally located in the heart of Frankfurt am Main and were founded in Frankfurt in 1986.

Our tax consultants stand for the **highest quality of advice** and **perfect service** in all aspects of tax consultancy. Our tax advisors and employees with many years of experience provide you with competent support in all tax matters.

We mainly advise small and medium-sized enterprises, self-employed persons and freelancers **nationwide and internationally**. In tax matters, we support our clients from classic payroll and financial accounting to current tax returns and annual financial statements. In addition, we offer tax and business management advice.

The tax consultancy firm, Lübeck & Kollegen, Steuerberater GbR is a member of DATEV.

All about personnel:

Our tax consultants are keen to provide you with advice!

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We provide you with...

...a **qualified direct contact person** (own email address and telephone extension), **solution-oriented and holistic advice, prompt processing** of your questions and problems and all that in an **easy-to-understand language**.

Our service areas:

- Payroll accounting
- Financial accounting
- Financial statements
- Tax returns
- Business start-ups
- Business consulting

Do you need more information on the subject of
"Personnel questionnaire"?
Our competent tax advisors will be happy to support you!

Hotline: +49 (0) 69 – 24 26 62-0