

Employer

Name		First name ③	Prefix, affix, title ③
Street and house number		Company no. as private household ④	Flat tax ⑤
Postal code	City or town		Yes <input type="checkbox"/> No <input type="checkbox"/>
Email address ⑦		Tax number ⑥	Telephone number ⑦

Employee

Name		First name ③	Prefix, affix, title ③
Street and house number		Name at birth	
Country	Postal code	City or town	Date of birth
			Male <input type="checkbox"/> Female <input type="checkbox"/>
Employee's pension insurance number ⑧		Place of birth	
Email address ⑦		Telephone number ⑦	

Which of the following statements applies to your household help? My household help ...

<input type="checkbox"/> has another job paying more ⑨ than Euro 450 per month	<input type="checkbox"/> is not statutorily ⑩ health insured	Would like to make obligatory ⑪ contributions to pension insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Duration of the employment**Only fill in at registration and / or unsubscribing of a household help ⑫**

Beginning of employment on	Employment was ended / will end on
<input type="text"/>	<input type="text"/>
D D M M J J J J	D D M M J J J J

Remuneration

<input type="checkbox"/> Constant monthly from: ⑬	Monthly remuneration ⑭ (full Euro amount e.g. "0120")	Remuneration deviating from this in ⑮ first / last month of employment
<input type="text"/>	For the time being <input type="text"/> Euro	<input type="text"/> Euro
D D M M J J J J		
<input type="checkbox"/> Varies monthly ⑯	Monthly remuneration ⑰ (full Euro amount e.g. "0120")	
Full month (e.g. 05218 for May 2018)	In this month <input type="text"/> Euro	
<input type="text"/>		
M M J J J J		

SEPA direct debit mandate ⑱ - according to § 28a Para 7 of Social Code Fourth Book (SGB IV) absolutely necessary -**Deutsche Rentenversicherung Knappschaft-Bahn-See • 45115 Essen** Creditor identifier: **DE 81KBS0000034886**

I herewith authorise the Deutsche Rentenversicherung Knappschaft-Bahn-See (KBS) to withdraw payments from my account through direct debit. Simultaneously, I instruct my bank to honour the direct debits drawn on my account by KBS. I can demand the refund of the debited amount within eight weeks beginning from the date of the debit. The conditions agreed to with my bank shall apply to this. **Note:** We shall inform you of the mandate reference separately (as a rule, in the notice of dues).

First name and surname of the account holder	Street and house number
<input type="text"/>	<input type="text"/>
Postal code	Town or city
<input type="text"/>	<input type="text"/>
Bank	
<input type="text"/>	
IBAN (International Bank Account Number)	
<input type="text"/>	
Date, Place	Signature
<input type="text"/>	<input type="text"/>

This SEPA direct debit mandate is only valid with date and signature.

Deutsche Rentenversicherung
Knappschaft-Bahn-See
Minijob-Zentrale
45115 Essen

For the employer

Employer

Name		First name ③	Prefix, affix, title ③
Street and house number		Company no. as private household ④	Flat tax ⑤ Yes <input type="checkbox"/> No <input type="checkbox"/>
Postal code	City or town		Tax number ⑥
Email address ⑦		Telephone number ⑦	

Employee

Name		First name ③	Prefix, affix, title ③
Street and house number		Name at birth	
Country	Postal code	City or town	Date of birth Male <input type="checkbox"/> Female <input type="checkbox"/>
Employee's pension insurance number ⑧		Place of birth	
Email address ⑦		Telephone number ⑦	

Which of the following statements applies to your household help? My household help ...

<input type="checkbox"/> has another job paying more ⑨ than Euro 450 per month	<input type="checkbox"/> is not statutorily ⑩ health insured	Would like to make obligatory ⑪ contributions to pension insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Duration of the employment**Only fill in at registration and / or unsubscribing of a household help ⑫**

Beginning of employment on D D M M J J J J	Employment was ended / will end on D D M M J J J J
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Remuneration

<input type="checkbox"/> Constant monthly from: ⑬ D D M M J J J J For the time being	Monthly remuneration ⑭ (full Euro amount e.g. "0120") Euro	Remuneration deviating from this in ⑮ first / last month of employment Euro
<input type="checkbox"/> Varies monthly ⑯ Full month (e.g. 05218 for May 2018) M M J J J J	Monthly remuneration ⑰ (full Euro amount e.g. "0120") Euro	

SEPA direct debit mandate ⑱

- according to § 28a Para 7 of Social Code Fourth Book (SGB IV) absolutely necessary -

Deutsche Rentenversicherung Knappschaft-Bahn-See • 45115 Essen Creditor identifier: **DE 81KBS0000034886**

I herewith authorise the Deutsche Rentenversicherung Knappschaft-Bahn-See (KBS) to withdraw payments from my account through direct debit. Simultaneously, I instruct my bank to honour the direct debits drawn on my account by KBS. I can demand the refund of the debited amount within eight weeks beginning from the date of the debit. The conditions agreed to with my bank shall apply to this. **Note:** We shall inform you of the mandate reference separately (as a rule, in the notice of dues).

First name and surname of the account holder	Street and house number
Postal code	Town or city
Bank	
IBAN (International Bank Account Number)	
Date, Place	Signature

This SEPA direct debit mandate is only valid with date and signature.

HHS 010

3. 19 - VII.1 - 0 - 635

Vordr. 19904 (08)

For the employee

Employer

Name		First name ③	Prefix, affix, title ③
Street and house number		Company no. as private household ④	Flat tax ⑤ Yes <input type="checkbox"/> No <input type="checkbox"/>
Postal code	City or town		Tax number ⑥ 0 0 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 0 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 0 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
Email address ⑦		Telephone number ⑦	

Employee

Name		First name ③	Prefix, affix, title ③
Street and house number		Name at birth	
Country	Postal code	City or town	Date of birth Male <input type="checkbox"/> Female <input type="checkbox"/> D D M M J J J J
Employee's pension insurance number ⑧		Place of birth	
Email address ⑦		Telephone number ⑦	

Which of the following statements applies to your household help? My household help ...

<input type="checkbox"/> has another job paying more ⑨ than Euro 450 per month	<input type="checkbox"/> is not statutorily health insured ⑩	Would like to make obligatory ⑪ contributions to pension insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Duration of the employment

Only fill in at registration and / or unsubscribing of a household help ⑫

Beginning of employment on D D M M J J J J	Employment was ended / will end on D D M M J J J J
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Remuneration

<input type="checkbox"/> Constant monthly from: ⑬ D D M M J J J J For the time being	Monthly remuneration ⑭ (full Euro amount e.g. "0120") Euro	Remuneration deviating from this in ⑮ first / last month of employment Euro
<input type="checkbox"/> Varies monthly ⑯ Full month (e.g. 05218 for May 2018) M M J J J J	Monthly remuneration ⑰ (full Euro amount e.g. "0120") In this month Euro	

HHS 010

Household cheque – What you need to know

- 1 **Private households.** For the household cheque procedure, only individual persons shall be considered as employers. In the case of employments in private households that are entered into with service agencies, homeowner's associations or building managements, the household cheque cannot be used. A mini-jobber can only be registered through the household cheque if he is not performing any other jobs such as e.g. jobs in the business offices connected to the private household.
- 2 **Registration or Change / Unsubscribe.** Please tick as to whether you are registering the employment or if it is a change (e.g. with regard to the remuneration, the address or the bank details) or if it is to unsubscribe from an employment already registered. You can also give notice of the end of the employment (see Point 12), as long as it is already known.
- 3 In the case of several **first names**, only the name ordinarily used is to be provided. **Prefixes** to the surname are for example: auf, auf der, van, van der, von, vom und zu, zu, zur. **Affixes** are for example: Baroness, Baron, Princess, Earl, Marquis. **Titles** are academic degrees such as: Dr. Med., Prof., Professor
Example: Adelheid Princess of Plettenburg
Name: Plettenburg First name: Adelheid Prefix, affix, Title: Princess of
- 4 **Company number.** In the case that you already have a company number as a private household, enter it here, if not, we shall create one for you.
- 5 **Flat tax. Yes**, if you would like to pay income tax to us in the form of the so-called flat tax of an amount of two percent of the remuneration. **No**, if you charge income tax according to the income tax rules that are available with the respective tax office.
- 6 **Tax number.** Only enter this if you would like to pay the flat tax of two percent of the remuneration to us (see Point 5). You can find the tax number on your last tax assessment.
- 7 **Email address and telephone number.** This information is voluntary, however it accelerates contact with you in the case of queries.
- 8 **Pension insurance number.** This is issued by the Deutsche Gesetzliche Rentenversicherung (German statutory pension insurance). You will find the number on the social security card of your household help. **Not known?** Please enter the name at birth, date of birth, sex and place of birth of the employee.
- 9 **Other employment above Euro 450.** Please tick this if your household help is carrying out a (main) job at the same time. The drawing of benefits such as parental benefit or unemployment pay do not constitute a main job.
- 10 **No statutory health insurance.** Please tick this if your household help is not statutorily health insured. The largest part of the population in Germany is statutorily, voluntarily or family insured with one of the statutory health insurance companies (AOK, BKK, Ersatzkasse, IKK, landwirtschaftliche Krankenkasse, KNAPPSCHAFT).
- 11 **Obligatory contributions to pension insurance. Yes**, if your household help would like to make his **own pension contributions**. The monthly pension amount is calculated by us from at least Euro 175. Your employer's contribution is five percent of the actual remuneration. The difference to the actual amount will be borne by your household help. This contribution portion will be deducted by you from your household help's earnings. On the due date, we shall debit the full pension contribution from the bank account specified by you.

In the case of pensioners, there are several arrangement options due to the flexibility of the full pension because of age and the additional income limits. If your household help should have questions in this regard, they should contact their pension insurance company, which will advise them specifically with regard to their personal situation.

No, if your household help would **not** like to make their **own pension contributions**. Right at the start, we would like to recommend to your household help to read our "Leaflet with regard to the possible consequences of a release from the pension insurance obligation". You can find the leaflet in the internet at minijob-zentrale.de. You can also request for it per telephone from the Service Center (telephone number 0355 2902 70799, Monday to Friday from 07:00 am to 05:00 pm).

A release from the obligation to pension insurance shall be considered to have been granted if it is not objected to within a period of one month from the receipt of the household cheque. The release is irrevocable and comes into effect, basically, from the beginning of the calendar month in which your household cheque is received by us, at the earliest from the beginning of the employment. In the case of an, in total, insignificantly remunerated multiple employment, the release shall be applicable for all the simultaneously existing and also later taken up mini-jobs.

Please turn over

12 Duration of the employment. Here, please specify the beginning and the end of the employment. Please enter the beginning of the employment only for registration (also in the case of re-employment after a break of more than one full month). The end of the employment can be entered simultaneously along with the registration, in the case of a time-limited employment.

13 Constant monthly remuneration. Please tick this if you pay **the same** amount each month. As the from-date, please specify the day, the month and the year. Beside that under Point 14, please enter the constant monthly remuneration.

14 Remuneration. This is the agreed gross monthly remuneration, i.e. the amount before the deduction of possibly withheld taxes (see Point 5) and the contribution amount of the employee towards the compulsory pension insurance (see Point 11). Benefits in kind (for example, free meals) shall not be added to the remuneration.

15 Deviating remuneration in the first / last month. If an employment, which is temporarily limited in time or is regularly taken up again and again, begins or ends during the course of a calendar month and you pay the household help a proportional amount instead of the full amount, then enter this amount here.

Example 1

The beginning of the employment is on 15th August 2018 with a constant monthly remuneration of Euro 200. In spite of the lesser work attended in August, the household help receives the full amount of Euro 200 in the month that they begin work.

Answer: Point 13: 15082018 Point 14: 0200 Point 15: Blank

Example 2

The beginning of the employment is on 15th August 2018 with a constant monthly remuneration of Euro 200. Due to the lesser work attended in August, the household help receives only an amount of Euro 100 in the month that they begin work.

Answer: Point 13: 15082018 Point 14: 0200 Point 15: (first month) 0100

16 Varying monthly remuneration. Please tick this if you pay a **different** amount each month. As the from-date, please specify the month and the year. Beside that under Point 17, please enter the remuneration for the specified month of employment. You should enter the remunerations for the following months, every month on other household cheques (tick Change at the top right of the form). As an alternative, we can make a cheque for each half year available to you automatically.

17 Remuneration. See the explanations at Point 14.

18 SEPA direct debit mandate. You issue this at your first registration or when you have changed your bank or its details. Through this, you authorise the Deutsche Rentenversicherung Knappschaft-Bahn-See/Minijob-Zentrale to debit your account for the following amounts: Contributions towards health and pension insurance (contribution amounts from you and, in the case that the compulsory pension insurance obligation exists, also that of your household help), accident insurance contributions, share of the costs for the employer's expenses in the case of illness and maternity, possible subsidiary claims as well as the uniform flat tax, if applicable. The direct debit mandate is only valid with the **date and signature.**

If the SEPA direct debit mandate should have been signed by a person other than you, we would request you to inform this person with regard to all the relevant data (mandate reference number, due date and the amount to be withheld). As a rule, you will receive this information along with the notice of dues. You can also calculate your dues in advance using the household cheque calculator at minijob-zentrale.de.

Your Minijob-Zentrale