09

HOUSEHOLD	CHEQUE	FOR PRIVATE HOUSEHOLDS 1
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By fax: 0201-384 97 97 97 By post: Minijob-Zentrale • 45115 Essen Household helps can alternatively be registered online under minijob-zentrale.de.

	Registration
	2
	Deregistration

	First name	Prefix, affix, title
Street and house number		Company no. as private household 3
Postal code City or town		Tax number 4
Email address		Telephone number
Employee Name	First name	
Street and house number		Telephone number
	or town	Employee's pension insurance number 3
Only complete if the pensions insurance numb Date of birth Name at b		Male Female Divers
D M M J J J J		
Flat tax Tax Identification Nur Yes No	mber of the employee (only state if "No" has been ticke	d next to Flat tax) 🕖
Which of the following statements applies to your has additional employment with a remuneral that is above the marginal earnings threshol	tion 8 is not statutorily 9 Would	I like to make obligatory Yes No No
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Deutsche Rentenversicherung Knappschaft-Bahn-See Minijob-Zentrale 45115 Essen

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HOUSEHOLD CHEQUE FOR PRIVATE HOUSEHOLDS **1**By fax: 0201-384 97 97 97 By post: Minijob-Zentrale **4** 45115 Essen Household helps can alternatively be registered online under minijob-zentrale.de.

Registration
2
Deregistration

Employer Name	First	name	Prefix, affix, title
Street and house number			Company no. as private household 3
Postal code City or town			Tax number 3
Email address			Telephone number
Employee Name		First name	
		, noe name	
Street and house number			Telephone number
Country Postal code	City or town		Employee's pension insurance number §
Only complete if the pensions insurance Date of birth Na	ce number is unknown ame at birth	Place of birth	Male Female Divers
Flat tax 6 Tax Identifica Yes No	tion Number of the employee (only s	tate if "No" has been tick	ed next to Flat tax) 🕡
Which of the following statements applies has additional employment with a re that is above the marginal earnings to	s to your household help? My househ muneration 3 is no	t statutorily 9 Woul	ld like to make obligatory ① Yes No
that is above the marginal earnings t		Conti	ributions to pension insurance
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HOUSEHOLD	CHEQUE	. For private households 1
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Registration
2
Deregistration

Employer Name	First name	Prefix, affix, title
Name	riist name	rienz, aniz, une
Street and house number		Company no. as private household 3
Destal and		Turambar
Postal code City or town		Tax number 1 2015.87.83199123456778799712674567789
Email address		Telephone number
Employee Name	First name	
Street and house number		Telephone number
Country Postal code City or town		Employee's pension insurance number §
Only complete if the pensions insurance number is unknown Date of birth Name at birth	Place of birth	Male Female Divers
D D M M J J J J		
Flat tax 3 Tax Identification Number of the employee Yes No	e (only state if "No" has been ticked	next to Flat tax) 🕡
Which of the following statements applies to your household help? My has additional employment with a remuneration $oldsymbol{\mathfrak{G}}$ that is above the marginal earnings threshold	is not statutorily 9 Would	like to make obligatory to butions to pension insurance Yes No
Employment		
Only complete when registering the household help Beginning of employment on:		registering the household help @ ninated, or the termination is already definite.
		D D W W I I I I
Remuneration		Donor control to talk of control to A
Constant monthly from: Monthly remuneration (full Euro amount e.g. "0"		Remuneration deviating from this in (5) first / last month of employment
D D M M J J J J Varies monthly 18	Euro	Euro

Household Cheque - What you need to know

- Private households. Only individual persons shall be considered as employers for the household cheque procedure. 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.
- **Registration / deregistration.** The household cheque is to be compulsory used when registering. This also enables a deregistration to be carried out (see Point 12). The change cheque can also be used for this and to provide notification of any changes.
- **3 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.
- 4 Tax number. Please enter the tax number that is stated on your last tax assessment notice.
- **Pensions insurance number.** Please ask your household help for this. It can be taken from a document from the German pensions insurance company or the wage statement from another employer. **Unknown?** Please enter the name at birth, date of birth, sex and place of birth of the employee.
- 6 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.
- Tax identification number. This always to be stated if "No" has been ticked under Point 6 and the income tax is collected on the basis of the income tax control characteristics. Each citizen who is registered in Germany has a permanent 11-figure fiscal identification number that is uniform within the Federal Republic of Germany. Your household help shall find the number on the letter she/he received from the German Federal Central Tax Office the first time the tax identification number, the income tax assessment notice or the income tax certificate were issued.
- 8 Other employment above the minor employment threshold. 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.
- **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).
- 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.

No, if your household help does not want to pay his/her own pension contributions.

An exemption from the obligation to pay pension insurance contributions 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 exemption shall be applicable for all the simultaneously existing mini-jobs and such as are commenced later.

We recommend that your household help deals with the subject before deciding whether to pay compulsory contributions or not. Your household help shall find additional information on the minijob-zentrale.de website. Pensioners can especially benefit from the flexibilization of the full old-age pension and the additional income ceiling. Your household help should contact the responsible pensions insurance company should he or she have any further questions. He or she can then obtain personal advice.

- **Start of the employment.** Please enter the start of the employment. Please only state the start of the employment upon registration (also in the case of a renewed employment after a period of interruption exceeding one complete month).
- **End of the employment.** Please enter the date on which the employment terminated. If the employment was temporary, the end of the employment can be entered at the same time as the registration.
- **Constant monthly remuneration.** Please tick this if you pay the **same** amount each month. Please enter the date and the constant monthly amount to the right of it.
- **Remuneration.** This is the agreed gross monthly remuneration, i.e. the amount **before** the deduction of possibly withheld taxes (see Point 6) and the contribution amount of the employee towards the compulsory pension insurance (see Point 10). Benefits in kind (for example, free meals) shall not be added to the remuneration.
- **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 2022 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: 15082022 Point 14: 0200 Point 15: Blank

Example 2

The beginning of the employment is on 15th August 2022 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: 15082022 Point 14: 0200 Point 15 (first month): 0100

- **Varying monthly remuneration.** Please tick this if you pay a different amount each month. Please register the remunerations with a half-year cheque. We shall provide you with this automatically.
- **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