

Employer

Name		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
Country	Postal code	City or town
		Employee's pension insurance number ⑤

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flat tax ⑥ Tax Identification Number of the employee (only state if „No“ has been ticked next to Flat tax) ⑦

Yes No

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

 has additional employment with a remuneration ⑧ that is above the marginal earnings threshold
 is **not** statutorily ⑨ health insured
 Would like to make **obligatory** ⑩ **contributions** to pension insurance
 Yes No
Employment**Only complete when registering the household help ⑪**Beginning of employment on:
D D M M J J J J**Only complete when deregistering the household help ⑫**The employment has terminated, or the termination is already definite.
End of the employment:
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
D D M M J J J J	For the time being <input type="checkbox"/> Euro	<input type="checkbox"/> Euro
<input type="checkbox"/> Varies monthly ⑯		

SEPA direct debit mandate ⑰ - according to § 28a Para 7 of Social Code Fourth Book (SGB IV) absolutely necessary -**Deutsche Rentenversicherung Knappschaft-Bahn-See • 45115 Essen Creditor Identifier: DE 81KBS00000034886**

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	City or town
Bank	
D E IBAN (International Bank Account Number)	
Date, Place	Signature

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

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

Employer

Name		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
Country	Postal code	City or town
		Employee's pension insurance number ⑤

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flat tax ⑥ Tax Identification Number of the employee (only state if „No“ has been ticked next to Flat tax) ⑦

Yes No

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

 has additional employment with a remuneration ⑧ that is above the marginal earnings threshold
 is **not** statutorily ⑨ health insured
 Would like to make **obligatory** ⑩ **contributions** to pension insurance
 Yes No
Employment**Only complete when registering the household help ⑪**Beginning of employment on:
D D M M J J J J**Only complete when deregistering the household help ⑫**The employment has terminated, or the termination is already definite.
End of the employment:
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="checkbox"/> Varies monthly ⑯	For the time being <input type="text"/> Euro	<input type="text"/> Euro
D D M M J J J J		

SEPA direct debit mandate ⑰ - according to § 28a Para 7 of Social Code Fourth Book (SGB IV) absolutely necessary -**Deutsche Rentenversicherung Knappschaft-Bahn-See • 45115 Essen** Creditor identifier: **DE 81KBS00000034886**

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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	City or town
Bank	
D E IBAN (International Bank Account Number)	
Date, Place	Signature

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

For the employee

Employer

Name 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

Country Postal code City or town Employee's pension insurance number 5

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 6 Tax Identification Number of the employee (only state if „No“ has been ticked next to Flat tax) 7

Yes No

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

has additional employment with a remuneration 8 that is above the marginal earnings threshold is **not** statutorily 9 health insured Would like to make **obligatory** 10 **contributions** to pension insurance Yes No

Employment

Only complete when registering the household help 11

Beginning of employment on:

D D M M J J J J

Only complete when deregistering the household help 12

The employment has terminated, or the termination is already definite.
End of the employment:

D D M M J J J J

Remuneration

Constant monthly from: 13 Monthly remuneration 14 (full Euro amount e.g. „0120“) Remuneration deviating from this in 15 **first / last** month of employment

Varies monthly 16 For the time being Euro Euro

D D M M J J J J

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Vordr. 19904 (09)

Household Cheque - What you need to know

- 1 **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.
- 2 **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.
- 5 **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.
- 7 **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.
- 9 **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).
- 10 **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.

Please turn over

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.

- 11 **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).
- 12 **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.
- 13 **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.
- 14 **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.
- 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 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

- 16 **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.
- 17 **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