

Please note that the English translation only serves the purpose of providing information on the contents of the corresponding German text. Please complete the German version of this form.

Landesamt für Finanzen (state finance office)
Dienststelle Bayreuth
Bezugstelle Arbeitnehmer (employee payroll office)

ref. no.
Please quote the reference number! ¹⁰⁾

Request ¹⁾

for investment of a part of my pay in a capital accumulation savings scheme - pursuant to § 11 (1) of the 5th German Capital Accumulation Act (5. VermBG ²⁾ -
and at the same time

Statement ³⁾

of the asset type for employer contributions to employee asset accumulation savings schemes

1 Personal details

| | | |
|--|------------|---------------|
| Surname | First name | Date of birth |
| Address (street, house number, post code, town/city) | | |
| Place of employment, for teachers: school | | |
| employed as please select / <i>Beamter</i> (male civil servant) / <i>Beamtin</i> (female civil servant) / male judge / female judge / <i>Anwärter</i> (male civil servant in training) / <i>Anwärterin</i> (female civil servant in training) / entry-level <i>Beamter</i> / entry-level <i>Beamtin</i> / male employee without <i>Beamte</i> status / female employee without <i>Beamte</i> status / male trainee without <i>Beamte</i> status / female trainee without <i>Beamte</i> status | | |



2 Start and amount of employer contributions to employee asset accumulation savings scheme in accordance with § 2 of the 5th German Capital Accumulation Act (5. VermBG) ^{2) 4) 5) 6)}

(also in the event of changes to the amount)

| | | |
|--|--|--|
| <input type="checkbox"/> Flat monthly payment EUR | <input type="checkbox"/> Please select / [annual / quarterly] payment EUR | <input type="checkbox"/> One-time payment EUR |
| beginning with pay for (month) | beginning with pay for (month) | beginning with pay for (month) |

3 Company/bank to which the contributions should be paid

(Also to be completed in the event of changes to bank details or contract number).

| | |
|---|--|
| Name of investment trust / building society / co-operative building/housing association / housing/settlement company or similar / insurance company or bank | |
| Contract number | The contract is filed under the name: ⁷⁾ |
| IBAN |  Bank details in Germany always 22 digits, other countries 15 to max. 34 digits |
| BIC |  |
| Bank | <hr/> |

- 4 ☐ **Transfer of the employer's contributions to the employee's account for salary payments for purposes of home construction or payment of debts related to home ownership in accordance with § 2 (1) 5 and § 3 (3) of the 5th German Capital Accumulation Act (*Fünftes Vermögensbildungsgesetz – 5. VermBG*)**

(Please include written confirmation from the creditor)

- 5 ☐ **Copy of investment contract enclosed.** ⁸⁾

- 6 ☐ **Application / statement dated**

⁹⁾

☐ no longer applies. I request that the transfers be stopped, effective from the next possible payment.

☐ continues to apply.

Information on data protection pursuant to Articles 13 and 14 of the General Data Protection Regulation (*Datenschutz-Grundverordnung – DS-GVO*)

The office responsible for processing this data is the State Finance Office. Address: *Landesamt für Finanzen*, Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (telephone: 0931-4504-6770, email: servicedesk@lff.bayern.de).

Data is collected in order to process your application for employer contributions to employee asset accumulation savings schemes. The legal basis for the processing of data is Article 6 (1) sentence 1 letters b) and c) and article 6 (3) sentence 1 letter b) in conjunction with article 4 of the Bavarian Data Protection Act (*Bayerisches Datenschutzgesetz – BayDSG*).

Further information on the processing of your data and your rights concerning the processing of your data are available online at

http://www.lff.bayern.de/formularcenter/allgemein/index.aspx#info_datenschutz.

Alternatively, you can also request the information from the contact details given above. Our official Data Protection Officer can be reached at: *Landesamt für Finanzen – Datenschutzbeauftragter* – Rosenbachpalais, Residenzplatz 3, 97070 Würzburg, (telephone: 0931-4504-6767, email: datenschutzbeauftragter@lff.bayern.de).

Date

Signature

Additional Information:

- 1) When you apply for part of your pay to be invested in an asset accumulation savings scheme, the payroll office will retain the amount needed for your own contribution to the investment and will transfer it together with the employer's contribution to the designated company or institute. This company or institute which receives the selected employer contribution will always receive this transfer. Exceptions are only possible if you choose employer contributions to cover expenses listed under No. 4.
- 2) 5th German Capital Accumulation Act = *Fünftes Gesetz zur Förderung der Vermögensbildung der Arbeitnehmer* (5. VermBG)
- 3) You must state your selected investment type in order to receive employer contributions to your asset accumulation savings scheme in accordance with the *Gesetz über vermögenswirksame Leistungen für Beamte, Richter, Berufssoldaten und Soldaten auf Zeit* (VermLG – act on employer contributions to asset accumulation savings schemes for *Beamte* (civil servants), judges, career soldiers and fixed term soldiers) or with the collective bargaining agreements on contributions to asset accumulation savings schemes, respectively. Retired *Beamte* (civil servants) are not entitled to claim employer contributions to asset accumulation savings schemes.
- 4) The employer's contribution to be paid to your asset accumulation savings scheme if you meet the qualification criteria for participation totals EUR 6.65 per calendar month; *Beamte* (civil servants) in training subject to termination, entry level members of the public service and legal trainees (*Rechtsreferendare*) receive EUR 13.29. Part-time employees receive a percentage of EUR 6.65 in employer contributions that reflects their reduced working hours. The employer contributions can only be paid in full if the investment amount (No. 2) is at least the same. The amounts you enter in No. 2 comprise, respectively, the employer's contribution of the total to which you are entitled and your own contribution as applicable (see Note 1). In the event of future reductions to or increases in the amount of the employer's contribution which you are entitled to, the difference to the overall amount of the investment will be balanced out by the payroll office retaining and transferring a larger or smaller amount from your pay as your contribution. If you wish the payroll office to handle such cases differently, you must state this now or, in the case of later changes, well in advance.
- 5) Wherever possible, the same type of investment and same company or institute should be selected for employer contributions and the investment of parts of the employee's pay. This also applies if you already transfer part of your pay to a company or institute as part of an asset accumulation savings scheme.
- 6) Separate investment of part of your pay in asset accumulation savings schemes is only possible if at least EUR 13 is invested monthly, or EUR 39 quarterly or EUR 39 once per calendar year (pursuant to § 11 (3) sentence 1 of the 5th German Capital Accumulation Act).
- 7) This only needs to be completed if the employer contributions are to be paid to your spouse or civil partner or to a child who is under 17 at the beginning of the relevant calendar year, or, if you yourself are under 17, to your parents. This does not apply to the following investments:
 - Expenses arising from a bond purchasing agreement with the employer (§ 2 (1) 2 and § 5 of the 5th German Capital Accumulation Act)
 - Expenses arising from a participation agreement (§ 2 (1) 3 and § 6 (2) 2 of the 5th German Capital Accumulation Act) with a co-operative which is a bank (*Genossenschaftsbank*, *Volksbank*, *Raiffeisenbank*) or a building or housing society which has existed for at least three years governing the establishment of the employee's shareholding
 - Expenses of the entitled party who has terminated their membership in a co-operative or limited liability corporation before or on 31 December 1994 in accordance with § 18 (2) or (3) of the 5th German Capital Accumulation Act related to the fulfilment of duties related to the membership which continued past termination or arose after 31 December 1994 (§ 2 (1) 8 of the 5th German Capital Accumulation Act)
- 8) The application/statement must be sent together with a copy of the investment contract to the payroll office responsible for the payment of your salary. These documents must be received by the office responsible by six weeks at the latest before the first payments which include these contributions are due.
- 9) If the date is no longer known, please enter "*bisher*" (previous).
- 10) Entitled employees should enter "*Neuzugang*" (new entrant) if they do not yet have a personnel number.