

Request ¹⁾

for defined-contribution capital accumulation benefits
- under the terms of § 11 para 1 of the 5th *VermBG* ²⁾ -
and in addition

Notification ³⁾

of the type of account for the employer's contribution

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An die Bezügestelle
(Anordnungsstelle für Bezüge/Pensionsbehörde)

Landesamt für Finanzen, Dienststelle
-Bezügestelle -

Please provide both numbers! ⁵⁾	
Organisation №	
Personnel №	

Please read the remarks on the next page prior to filling out this form.

Place an "X" in the appropriate box and enter the information in the field if necessary. Cross out if not applicable.

1. Personal data		
Last name, first name		
<input type="checkbox"/> civil servant / judge/ newly hired civil servant	<input type="checkbox"/> employee / trainee	date of birth
Street name and house number		
Postal code and city		
Place of employment (teachers are asked to please enter name of school)		
2. Start date and set amount for capital accumulation under the terms of § 2 of the 5th <i>VermBG</i> ^{2) 6) 7) 8)} - please also fill out if requesting change to the amount -		
<input type="checkbox"/> fixed monthly amount EUR starting with paycheck from the month of	<input type="checkbox"/> -annually - quarterly - EUR starting with paycheck for the month of	<input type="checkbox"/> one-time contribution EUR from paycheck for the month of
3. Company/ institution charged with administering the account (please also fill out if requesting change to bank code, account number, or contract number)		
Capital investment company	Name	
	Contract number	
	Account details of capital investment company	
	Bank code	Account number
	BIC	IBAN
Bank	Name	
	Bank code	Account number
	BIC	IBAN
The agreement is under the following name: ⁹⁾		

4.	<input type="checkbox"/>	Transfer of account assets to primary checking account for expenditures relating to building a house or debt relief for a house or apartment in your ownership under the terms of § 2 para 1 number 5 in conjunction with § 3 para 3 of the 5 th <i>VermBG</i>
5.	<input type="checkbox"/>	A copy of the savings agreement is enclosed ⁴⁾
6.	<input type="checkbox"/>	Request/ Information form I submitted on ¹⁰⁾
	<input type="checkbox"/>	is to be rendered void. I request that the transfers be cancelled as soon as possible.
	<input type="checkbox"/>	is to remain in force.
Place and date of signature		Handwritten signature

Remarks:

- 1) Once you have submitted a *Request for defined-contribution capital accumulation benefits*, the Payroll Office will withhold the appropriate amount as your own contribution and transfer the funds to the bank or institution you provided (if applicable, together with your employer's contribution). This bank or institution will then receive all such capital accumulation benefits on your behalf. The only exception is choosing capital accumulation benefits for the purposes given in item 4 of this request form.
- 2) 5th *VermBG* = *Fünftes Gesetz zur Förderung der Vermögensbildung der Arbeitnehmer* (Fünftes Vermögensbildungsgesetz)
- 3) The *Notification of the type of account for employer contributions* is a qualifying condition for the capital accumulation benefits contributed by your employer according to the laws pertaining to capital accumulation benefits for civil servants, judges, regular and professional soldiers (*VermLG*) and the collective agreements concerning capital accumulation benefits. Retired civil servants are not eligible for capital accumulation benefits.
- 4) A copy of the savings agreement must be enclosed with the Request/ Notification and sent to the Payroll Office (*Bezugestelle*). The documents must be submitted at least six weeks prior to first monthly payment for which capital accumulation benefits are to take effect.
- 5) Please enter *Neuzugang* if you have not yet been assigned a Personnel No.
- 6) If the qualifying conditions are met, capital accumulation benefits in the amount of 6.65 EUR per month will be contributed by your employer. The amount is 13.29 EUR [per month] for temporary civil servants in training, newly hired civil servants, and persons receiving practical training in legal work after having passed the first state examination. The capital accumulation contribution for part-time employees is calculated in proportion to the 6.65 EUR per month paid for full-time employees. Capital accumulation benefits can only be paid in full if the employee's contribution (item 2 on this form) is at least as high. The amount to be entered in item 2 should take into account the contribution to be made by your employer (if applicable) and your own contribution (cf. item 1 of Remarks). Should the employer contribution amount to which you are entitled increase or decrease, your contribution will be adjusted accordingly by the Payroll Office so as to ensure the total contributions remain constant. If you would like the Payroll Office to handle this differently, you must request this in advance of the change to your employer contribution amount. You may also attach such a request to this form.
- 7) If possible, the same bank or institution should be chosen for the employer's contribution and the employee's contribution toward the capital accumulation benefits scheme. This also applies if you already have part of your pay transferred to a company or institution as a capital-forming investment.
- 8) The separate capital-forming investments from the employee's pay requires that at least 13 EUR per month, or 39 EUR per quarter, or a single payment of at least 39 EUR per year be contributed to the savings (§ 11 para 3 sentence 1 of the 5th *VermBG*).
- 9) You must only enter a name if you have designated one of the following to receive your capital accumulations benefits: your spouse or a child who was not yet 17 years of age at the beginning of the calendar year or – if you yourself are not yet 17 – your parents. The following forms of investment are prohibited:
 - expenditures relating to a securities purchase agreement with the employer (§ 2 para 1 number 2 and § 5 of the 5th *VermBG*)
 - expenditures relating to a shareholder's agreement (§ 2 para 1 number 3 and § 6 para 2 number 2 of the 5th *VermBG*) with an association that is either a credit institution (*Genossenschaftsbank, Volksbank, Raiffeisenbank*) or a building association or housing corporation (and which has existed for at least three years) toward the creation of business assets
 - expenditures of the authorized person, who cancelled his or her membership in an association or corporation in accordance with § 18 para 2 or 3 of the 5th *VermBG* by 31.12.1994, in order to fulfil membership obligations that remain in force or took effect following 31.12.1994 (§ 2 para 1 number 8 of the 5th *VermBG*)
- 10) If you do not remember the date of submission, please enter the word *bisher*.

**Do not submit-This translation is to be used as a guide for filling out the German original.
The University of Bayreuth is not liable for inaccuracies or mistakes in the English translation.
In case of doubt, the German originals are to be used in a court of law.**