

Declaration for determining low-wage employment status

Please note: This translation is provided for information purposes only. In the event of any discrepancies between the translation and the original German version, the latter shall take precedence.

Note:

This checklist and declaration are designed to enable your social insurance contributions to be correctly assessed. You are legally obliged to provide the required information.

Please complete all sections in full and tick the appropriate boxes to avoid further questions and delays.

1. Personal details

Surname, first name: _____

Address: _____

Email: _____ Tel.: _____

Date of birth: _____ Personnel number: _____

Gender: ☐ male ☐ female ☐ non-binary /
prefer not to say Nationality: _____

2. Health insurance information

I have the following health insurance cover:

- ☐ Private health insurance (I have included proof of my existing health insurance policy)
- ☐ Statutory health insurance with (specify name of health insurance provider): _____

3. Additional employment

Since 1 January of this year, I have held or continue to hold the following jobs (this does not refer to any employment positions held at Saarland University!):

If yes, please enclose or submit salary certificates/payslips from the last two months.

- ☐ no ☐ yes
- ☐ as an employee
- ☐ as a civil servant in Germany (*Beamte/Beamtin*)
- ☐ in a low-wage position ('mini-job')

Start date	(expected) End date	No. of hours worked per week	Monthly gross earnings	
			<input type="checkbox"/> less than €450	<input type="checkbox"/> variable
			<input type="checkbox"/> more than €450	<input type="checkbox"/> constant
			<input type="checkbox"/> less than €450	<input type="checkbox"/> variable
			<input type="checkbox"/> more than €450	<input type="checkbox"/> constant

Address of other employer(s):

1. Name _____
- Address _____
2. Name _____
- Address _____

Notes:

Employment is classified as low-wage or marginal employment if the contractually agreed remuneration does not regularly exceed €450 per month. (This type of employment is often referred to in Germany as a 'mini-job'.)

If an employee has several low-wage jobs, these are considered together for the purposes of determining whether the employee has to pay social security contributions. If an employee has several low-wage jobs and the total monthly remuneration exceeds €450, social security contributions will be paid on the basis of the total remuneration from all jobs. Someone whose main employment is subject to mandatory social insurance contributions may also take on a low-wage job with another employer without needing to combine the income from the two jobs. (Note: You may apply to have the low-wage job exempted from social security payments.) If in addition to a main job that is subject to mandatory social insurance contributions an individual also has several low-wage jobs, the first of these (i.e. the low-wage position that has been held for the longest time) will not be taken into account. However, each of the other low-wage jobs held by that individual will be considered together with the main employment, so that in most cases the full range of social security contributions will be payable on earnings from the second and each additional low-wage job.

An employer who employs a person in a low-wage position must pay a flat-rate contribution to the German statutory pension insurance scheme and, where required, to the employee's health insurance fund.

Compulsory contributions to the statutory pension insurance scheme

Since 1 January 2013, low-wage employees (i.e. those earning less than €450) have been required to make compulsory payments in full to the German statutory pension insurance scheme.

The employee is required to pay a pension insurance contribution equal to 3.7% of their gross earnings.

The figure of 3.7% is the difference between the full pension fund contribution of 18.7% less the employer's fixed rate contribution (15% for low-wage employment). Please note that when calculating the total contribution to the pension insurance scheme, the employee is assumed to earn a minimum of €175 per month.

Benefits of making full pension contributions

By making compulsory pension insurance contributions, employees accrue pension points within the German statutory pension insurance scheme. These periods of employment during which pension contributions are made are considered in full when determining whether the minimum required pension qualifying period (minimum insured period) has been met. These periods of employment during which full compulsory pension contributions are made (*Pflichtbeitragszeiten*) are taken into account when determining whether an employee:

- can take early retirement
- is eligible for medical and/or occupational rehabilitation benefits
- is entitled to receive a transitional allowance during rehabilitation treatment provided by the German statutory pension insurance scheme
- can establish or maintain a pension claim as a result of a reduction in earning capacity
- is entitled to deferred compensation from a company pension scheme
- meets the criteria to receive state subsidies when contributing to a private pension scheme.

Application for exemption from contributing to the German statutory pension insurance scheme

If you do not wish to make compulsory pension insurance contributions from earnings from low-wage employment, you can apply to opt out. You must inform your employer in writing that you wish to be exempted from making compulsory contributions to the statutory pension insurance scheme. If you have several low-wage jobs, please be aware that the application for exemption will cover all of the low-wage jobs that you hold concurrently. You must also notify all of your employers (including future employers) with whom you hold a low-wage employment position that you have applied for exemption from making compulsory pension contributions. Exemption from making compulsory pension contributions from low-wage jobs cannot be revoked and is binding for the duration of such employment.

Exemption shall be effective from the beginning of the calendar month in which your employer receives your written notification, but no earlier than the start of your employment. This assumes that the employer has notified the relevant social insurance body ('*Minijob-Zentrale*') by the end of the next payroll period, but no later than six weeks after receiving the application for exemption.

Failure to notify the *Minijob-Zentrale* in time, will mean that exemption will only become effective after the end of the calendar month following the month in which the *Minijob-Zentrale* receives notification from your employer.

Consequences of opting out of the statutory pension insurance scheme

Before seeking an exemption from making compulsory contributions to the German statutory pension insurance scheme, we recommend that you attend an individual consultation session at one of the information and advisory centres operated by *Deutsche Rentenversicherung*, Germany's national pension insurance organization, in order to discuss the implications for your pension. You can contact the *Deutsche Rentenversicherung* service hotline free of charge on 0800 10004800.

If you wish to opt out of contributions, please use the attached form.

4. Duty to provide information and notification of changes

I declare that the information provided herein is true, correct and complete. I understand that I am obliged to immediately inform Saarland University (Human Resources Division (Dezernat P), Postfach 15 11 50) of any changes in my circumstances as set out above and to repay any excess remuneration received as a result of failing to disclose information or of disclosing information late or in an incorrect manner.

If I am employed by several employers, I hereby give my revocable consent that the data necessary for determining whether and at what level social insurance contributions need to be paid can be exchanged between my employers. (Strike out if not applicable)

Place, Date



Signature

Note:

The personal data collected with this form will be processed in accordance with the provisions of Section 31 of the Saarland Data Protection Act (SDSG). The data you provide is necessary in order to correctly determine whether you need to make social insurance contributions and to calculate the correct amounts to be paid. The legal obligation to provide the required information is set out in Section 28o of Book IV of the German Social Welfare Code (SGB IV).

5. Application for exemption from compulsory insurance in low-wage employment pursuant to Sec. 6(1b) of Book VI of the German Social Welfare Code (SGB VI)

Surname, first name: _____

Personnel number: _____

Date of birth: _____

I hereby apply for exemption from making pension insurance contributions on earnings from my low-wage employment ('mini-job') and understand that I will therefore not accrue pension points within the German statutory pension insurance scheme.

☐ Yes

I have read and understood the information regarding the possible consequences of opting out of compulsory contributions to the German statutory pension insurance scheme.

I understand that if I request exemption, this shall apply irrevocably to all low-wage employment positions that I hold concurrently and that it shall be binding for the duration of such employment.

I undertake to provide notification of this application for exemption to all other employers who have employed me in a low-wage position.

☐ No

I will continue to make pension insurance contributions and thus accrue pension points within the German

Place, Date_____
Signature-----
To be completed by employer

Application for exemption received on

--	--	--	--	--	--	--	--	--	--

Exemption shall come into force on

--	--	--	--	--	--	--	--	--	--

Place, Date_____
Signature of administrative officer