

**Settlement of payment**  
for guest lectures and other services

Universität des Saarlandes

Fachrichtung

Campus, Gebäude

**Universität des Saarlandes  
Dezernat Haushalt und Finanzen  
Abteilung Finanzbuchhaltung  
Herrn Johannes Bauer  
Standort Meerwiesertalweg  
Meerwiesertalweg 15  
66123 Saarbrücken**

Payee	
<input type="checkbox"/> Mr <input type="checkbox"/> Ms	
Surname	
First name	
Street & No.	
Postal code, town	
Country	
Date of birth	

Details of services

Place of performance

Time of performance

At the time of performance, was the payee in a position of employment subject to tax and social security payments with the Universität des Saarlandes

yes  no

**Payment settlement**

Fee

Travel expenses

Total amount (net)

+ Value added tax (VAT)

0%  7%  19%

Total amount (gross)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Please tick the appropriate explanation if you have ticked 0% VAT.

- Small entrepreneur in accordance with § 19 UStG. (Only applies to those resident in Germany.)
- The University owes the value added tax in accordance with § 13b UStG. (Only applies to those not resident in Germany.)
- Regular education services within the university lesson plan. VAT-exempt under § 4 no. 21 b) aa) Value Added Tax Act and Article 132 par. 1 j) of Directive 2006/112/EC.

Account no.:	Bank sort code:	Bank:
IBAN:		BIC / Swift-Code:

Tax office (Only applies to those residents in Germany.)

Tax no. (Only applies to those residents in Germany.)

Personal identification no. (If tax no. is not available)

USt-ID / VAT / TVA / BTW - No. (If available)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

\_\_\_\_\_  
(Place and date)

\_\_\_\_\_  
(Signature of payee)

Mittelangabe	Ansprechpartner	Tel-Nr.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sachlich richtig:

\_\_\_\_\_  
(Dekan/in, Prodekan/in, Geschäftsführende/r Professor/in)

(Stempel)