



FASCINATED BY THINKING AHEAD? | AT BAYER YOU'RE EXPECTED TO BE.

Welcome to Bayer!

To make sure you get off to a smooth start, please fill out the [reply form](#) and send us the following information and documents, preferably before your first working day:

1. Income tax profile
2. Social security details
3. Pension insurance (state or exempt occupational pension plan)
4. Bank account details
5. Other
6. Action to be taken ([reply form](#))

Here you can find further information on these items:

1. Income tax profile

We need the following information:

- Your tax ID no. (Steueridentifikationsnummer)*
- Your income tax class (Lohnsteuerklasse)
- Your religious affiliation
- Any tax free allowances
- Whether we are your main or secondary employer

* If you have not received a tax ID no., you should apply for one at the tax office responsible for your permanent place of residence or via the internet (www.identifikationsmerkmal.de). Depending on the tax office, it may take several weeks to obtain a tax ID no. During this period, the information you provide on your probable tax profile (tax class, religious affiliation, tax-free allowances) will be used to calculate your salary payments. However, this is only possible for a period of up to six weeks. If you have not sent us your tax ID no. by the end of this period, we are required to apply tax class 6 -> **That means the highest tax rate is applied.**

We will be notified of your personal tax profile via the electronic income tax management system (ELStAM). However, we can only register you for this system when you have registered your address in Germany. It is therefore important that you register with the citizens' registration office (Meldebehörde) as soon as possible.

Since we do not have any influence on the data transmitted to us, please contact your tax office directly if any amendments are necessary.

For more information go to:
https://www.elster.de/arbeits_elstam-php

As of: January 2015





**FASCINATED
BY THINKING
AHEAD? | AT BAYER
YOU'RE
EXPECTED TO BE.**

2. Social Security contributions

Please submit

- your “insurance certificate from your statutory health insurer pursuant to § 175 of the German Social Code Book V (SGB V)” or your “E-104 certificate of your statutory health insurer pursuant of an EU-country”
- or
- if you have private health and nursing care insurance, your insurance certificates pursuant to § 257 SGB V and § 61 SGB XI, plus confirmation that you have canceled your statutory health insurance
 - and a copy of your social insurance certificate (please do not submit the original).

Note: If we do not receive information on your health insurance status by the deadline for entering your data for your first salary payment, we will exercise our right as an employer and register you with the Pronova BKK company health insurance fund.

3. Pension insurance (state or exempt occupational pension plan)

Please note: New employees who are members of an exempt occupational pension plan must submit a new application for exemption from the state pension plan. *

We therefore need the following documents:

- Certificate of membership of an occupational pension plan (berufsständische Versorgungseinrichtung)
- and
- the certificate of exemption from the German state pension insurance system.

* Further information:

If you are a member of an occupational pension plan and are therefore currently exempt from paying statutory pension contributions, such exemption is not automatically applicable for your employment with us. Exemption is always related to your employment and is therefore only applicable for the job for which it is granted. Therefore, please make sure you submit a new application for exemption from statutory pension insurance contributions in good time. We can only reimburse half the contribution you make to the pension plan if exemption has been granted. Otherwise, we are required to pay contributions to the statutory pension plan.

As of: January 2015





FASCINATED BY THINKING AHEAD? | AT BAYER YOU'RE EXPECTED TO BE.

4. Bank account details:

Please inform us of your IBAN and BIC code and the name of your bank (including its location).

5. Other

Please send us a certificate from your previous employer stating the amount of leave (vacation) already taken or evidence that you were not employed prior to your employment with us (certificate from your place of study, unemployment certificate, etc.).

You will find further useful information (e.g. a brochure on salary payment) in our intranet portal "HRonline" when you join the company.

6. Action to be taken

Please send your documents to

**Bayer Direct Services GmbH
HRdirect - Team Payroll
Building K9, 51368 Leverkusen**

Please complete and sign the following [reply form](#) and email it to us at the following address with the subject line "[New employee_compensation documents](#)":

DEHRdirect@bayer.com

We wish you a good start. Please contact us if you have any questions.

The Payroll team

As of: January 2015



