

**Personnel questionnaire** for monthly earnings up  
to €603.00 or short term employment

As at: Jan. 2026

**1. Personal information of the employee**

Surname: \_\_\_\_\_  
 First name: \_\_\_\_\_ Birth name (required): \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Gender:  Male  Female  Third gender  
 Place of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
 Nationality \_\_\_\_\_  
 Street, number: \_\_\_\_\_  
 Post code, town \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Other acc. holder \_\_\_\_\_  
 IBAN: \_\_\_\_\_  
 BIC: \_\_\_\_\_

Do you have a severe disability  Yes  No If so, degree of disability \_\_\_\_\_

**(Note: If so, please submit evidence)**

**2. Information on employment, tax properties and social security**

Salaried Employee/Wage earner Pensioner  Trainee  \_\_\_\_\_  
 Full-time self employed Pupil/student  Partner  Close relative of owner

**(Note: Enclose copy of pension statement or confirmation of school attendance or student status)**

Highest school qualification: Highest vocational qualification:  
 3 Mittlere Reife etc. (intermediate school qualification)  2 Recognised vocational qualification  
 4 Abitur/Fachabitur (advanced school qualification)  4 Bachelor  
 9 Qualification unknown  5 Diplom/Magister/Master/State examination  
 9 Qualification unknown

This employment is my:  Main employment  Secondary employment

I have other occupations:  Yes  No

| Since ...         | To ...   |
|-------------------|--|
| The other job is: | <input type="checkbox"/> marginal employment<br><input type="checkbox"/> with own contribution to pension scheme<br><input type="checkbox"/> without own contribution to pension scheme<br>Monthly wage: € _____<br><input type="checkbox"/> not marginal employment |

(Please list additional jobs on a separate sheet!)

**Note:** Marginal employment is deemed to exist where the monthly wage does not exceed €603 on a regular basis (taking into account the gross earnings from all simultaneously held marginal employment positions).

Is the employment limited to 30 months/70 working days per calendar year?  Yes  No

**If so**, have you had short-term employment in the current calendar year? **If so**,  Yes  No

please state the periods of these employments:

(1) From \_\_\_\_\_ To \_\_\_\_\_ (2) From \_\_\_\_\_ To \_\_\_\_\_ (3) From \_\_\_\_\_ To \_\_\_\_\_

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Note: Short-term employment, which is tax-free for the employee, is deemed to exist if the employment is limited to three months or 70 working days in a calendar year or contractually limited in advance, unless the work is performed as a level and is compensated with more than €603.00 per month. Multiple short-term employments in a current calendar year are to be aggregated.

Tax ID no.: \_\_\_\_\_ Tax class/factor: \_\_\_\_\_

Social security number: \_\_\_\_\_

No (**Note:** Proof of existing private health insurance enclosed)

Yes, with the following provider:

Type of insurance:  Own membership  Family insurance

**Agreement on wage tax deduction**

Deduction in accordance with the mini-job scheme

Lump-sum formation:  2%  20% Passed on to:  Employer  Employee

Deduction in accordance with individual tax characteristics (ELStAM retrieval)

**3. Employee declaration**

By signing below, the employee confirms that the above information, where obligatory, is true and accurate.

The employee undertakes to notify the employer immediately of any changes, in particular with regard to other employments (in terms of type, duration and payment).

The employee is aware that all data required to handle the employment relationship is stored electronically and processed in accordance with the data protection provisions, and that the confirmations of employment and secondary earnings are reported electronically to the Federal Employment Agency, and that they can object to this electronic forwarding.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Employer signature

**4. Employer information**

Date of joining: \_\_\_\_\_ End of temporary employment: \_\_\_\_\_

Job title/work performed: \_\_\_\_\_

Agreed weekly working hours: \_\_\_\_\_ hours on: \_\_\_\_\_ days/week

Cost centre/cost unit: \_\_\_\_\_

Trade association: \_\_\_\_\_

Hazard zone:  Office work only  Not exclusively office work

Wage: \_\_\_\_\_ Hourly pay: \_\_\_\_\_ Other: \_\_\_\_\_

Company pension scheme: where applicable, submit documents on company pension schemes (e.g. direct insurance, pension fund)

**If leave statistics are requested specifically:**

Annual leave: \_\_\_\_\_ Leave entitlement current year: \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Employer signature

**Leaflet on the potential consequences of an exemption  
from compulsory pension insurance**

**General**

Since January 1, 2013, employees in marginal employment (€603.00 Mini-job) are fundamentally subject to compulsory cover and full contributions to the statutory pension insurance scheme. The employee pays 3.6% (or 13.6% for marginal employment in private households) of the remuneration as a pension insurance contribution. This is calculated from the difference between the employer's lump-sum contribution (15% for marginal employment in the commercial sector or 5% for such employment in private households) and the full pension insurance contribution of 18.6%. Note that the full pension insurance contribution must be paid starting from a minimum salary of €175.00.

**Advantages of paying full pension insurance scheme contribution**

The advantages of compulsory insurance for the employee derive from the accumulation of compulsory contribution periods in the pension insurance scheme. This means that the employment period is fully incorporated in the fulfilment of the various waiting periods (minimum insurance periods). Compulsory contribution periods are required, for example, for early retirement with a pension, entitlement to rehabilitation benefits (both medical and work-related), entitlement to transitional benefits in the case of rehabilitation measures under the statutory pension insurance scheme, the establishment or maintenance of entitlement to a pension due to reduced earning capacity, entitlement to deferred compensation for a company pension scheme and the fulfilment of the access requirements for a private pension scheme with state support (for example, the 'Riester' pension) for the employee and, where applicable, even the spouse. In addition, the salary is taken into account in full, not proportionally, when calculating the pension.

**Application for exemption from compulsory pension insurance**

If the employee does not wish to be subject to compulsory insurance, they can apply for an exemption. To do so, they must inform their employer in writing – if possible using the enclosed form - that they wish to be exempt from compulsory pension insurance. If the employee holds multiple marginal employment positions, the application for exemption can only be submitted universally for all marginal positions performed at the same time. The employee must inform all other employers – including future employers – with whom they are marginally employed, about the application for exemption. The exemption from compulsory insurance is binding for the duration of the employment(s); it cannot be revoked.

The exemption is effective from the beginning of the calendar month in which the employer receives the application, but no earlier than the commencement of employment. The prerequisite is that the employer notifies the Minijob-Zentrale (Mini-job Centre) of the exemption by the next payroll, at the latest within 6 weeks after receipt of the application for exemption. Otherwise, the exemption does not begin until the end of the calendar month following the calendar month in which the Minijob-Zentrale receives the notification.

**Consequences of exemptions from compulsory pension insurance**

Marginal employees who apply for exemption from compulsory pension insurance voluntarily waive the above-mentioned benefits. As a result of the exemption, only the employer pays the lump-sum contribution amounting to 15% (or 5% in the case of employment in private households) of the remuneration. The employee does not have to pay their own contribution. As a result, the employee only accumulates months in fulfilment of the various waiting periods and the remuneration earned is also only taken into account proportionately when calculating the pension.

Note: Before an employee chooses exemption from compulsory pension insurance, it is recommended that they seek individual advice regarding the pension law implications of the exemption from an information and advisory centre of Deutsche Rentenversicherung (German Pension Insurance). The Deutsche Rentenversicherung service telephone can be reached free of charge at 0800 10004800. If possible, please have your pension insurance number ready when calling.

**Attachment:**

**Compulsory pension insurance for marginal employment in accordance with  
section 6(1b) of Book Six of the Social Security Code (SGB VI)**

**To be completed by the employee:**

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Pension insurance number: \_\_\_\_\_

I hereby apply for an exemption from the compulsory pension insurance scheme as part of my marginal employment, and thus waive the opportunity to accumulate compulsory contribution periods. I am familiar with the information on the 'Leaflet on the potential consequences of an exemption from compulsory pension insurance'.

I am aware that the exemption application applies for all simultaneous marginal employment positions and is binding for the duration of the employment. I undertake to inform all other employers by whom I am marginally employed of this exemption application.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Employee signature

**To be completed by the employer:**

Name (company  
stamp): \_\_\_\_\_

I received the exemption application on (DD/MM/YYYY): \_\_\_\_\_

**For payroll office:** the exemption starts on  
(DD/MM/YYYY): \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Employer signature

**Note for the employer:** The exemption application is to be added to the payroll files in accordance with section 8(4a) of the Contribution Procedure Ordinance (BVV), and not sent to the Minijob-Zentrale (Mini-job Centre).