pro chèque service

REGISTRATION FORM

Please fill in all of the fields on the form legibly.
The index letters refer to the instructions found on the last page of this document.

EMPLOYER'S INFORMATION :

Employer's number R

○ Ms ○ Mr

Surname : First name :

Address :

Postal code : City : Phone :

Email : Cell :

a) EMPLOYEE'S INFORMATION:

Employee's number E

○ Ms ○ Mr

Surname : First name :

Address :

Postal code : City : Phone :

Email : Cell :

Date of birth : Nationality : Civil status :

(dd/mm/yyyy)

IMPORTANT : To complete your registration, the form must be attached to either a copy of your employee's AVS card or at least a copy of her/his photographic ID document.

The employee already recieves family allowances. Yes ○ No ○

The employee would like to apply for family allowances with Chèque service. Yes ○ No ○

CONTRACT DATA :

Type of activity :

- ☐ Housekeeping
- ☐ Childcare
- ☐ Personal assistance
- ☐ Childcare and housekeeping
- ☐ Gardening
- ☐ Other :

Contract starting date :

b) Contract type : ○ Permanent ○ Fixed-term and the end date is :

Case postale 109, 1228 Plan-les-Ouates
● T +41 22 301 73 16 ● Lu-Ve de 9h à 12h ● info@chequeservice.ch ● chequeservice.ch

I would like to declare salaries with :

c) ◯ Paper check book salary declaration (Postal mail)

d) ◯ Online salary declaration (internet)

Salary

Please select only one option

◯ Hourly wage

e) **Net** hourly wage: CHF ☐ **per hour**

Number of worked hours per week ☐

f) Paid vacations indemnity

◯ Not included
(hours must be paid during holidays)

◯ 4 weeks included
(indemnity is paid during worked hours)

◯ 5 weeks included
(indemnity is paid during worked hours)

Salary in kind is not possible for hourly wage contracts

◯ Monthly wage

e) **Net** monthly salary: CHF ☐ **per month**

Number of contractual hours per week ☐

Salary is maintained during holidays

g) <u>Salary in kind:</u> yes ◯ no ◯

☐ <u>Meals:</u>
Full month: CHF 645.-

or

☐ Nb of days with Breakfast per week: ☐

☐ Nb of days with Lunch per week: Nb ☐

☐ of days with Dinner per week: ☐

<u>Accommodation</u>:

☐ Full month: CHF 345.-

☐ Or Nb of days per week: ☐

h) My employee is subjected to withholding tax and I would like to mandate Chèque Service for the administrative management (A copy of the work permit coupled with the dedicated management mandate must be attached to this form) ☐

By signing, the employee certifies that more than 75% of her/his total work activity is completed in Switzerland. The employee agrees to immediately inform Chèque Service of any change in her/his personnel data (marital status, name, address, unemployment, permits, etc.)

Employee's signature :

By signing this form, the employer certifies that he/she has read the terms and conditions enclosed to this form, accepts them and commits to comply to them. In addition, he/she certifies that the information provided is true and instructs Chèque Service to report the wages to the social security insurances on his/her behalf. The payment of the social security charges is due in advance (quarterly).

Employer's signature :

<u>Documents to send to Chèque service :</u>

- The present registration form signed by both employee and employer
- A copy of your employee's AVS card (or at least a copy of an official document)
- The Tax at source management mandate (if mandated by the employer and applicable)

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How to fill in this registration form ?

You will find below instructions to help you to fill in the registration form.
Instructions are given in reference to the letters on the form.

a) Employee's information:
The data is used to draw up his/her AVS card (Swiss State Pension), as well as when an insurance account is opened in their name if required and for application for benefits on their behalf.

b) Duration of the contract:
A permanent employment contract with no fixed-term (the end date for the contract was not known when the contract was drawn up) may be terminatedat any time by either of the parties. The parties must however respect the applicable notice period.
A fixed term contract ends on an agreed date only.

c) Paper check book declaration:
On a monlthy basis, salaries must be communicated with the proper checkbook. Information about the number of worked hours, the referral month and the total net amount paid must be completed and signed.

d) Online declaration:
The employer will receive an access code to open her/his online account. On a monthly basis, the employer shall enter the worked hours (hourly-based contract) or validate salaries (monthly-base salary).

e) Salary:
The net salary is the amount that you pay to your employee, in cash or by banktransfer. We use it as a basis to find out the gross salary, and the related social security charges and tax. **Net salary is understood and calculated as salary after all deduction**, inclulding tax at source when mandated to Chèque service.

Please visit our website for information about minimum wages:
www.chequeservice.ch/en/content/costs

f) Indemnity for paid vacations included in the salary:
When an hourly wage with paid vacations included is chosen, salary payment is not made during the leave of the employee but is compensated the rest of the year based on a 8.33% (4 weeks) or 10.64% (5 weeks) rate additional payment added to the hourly base salary. Otherwise, the employee is paid as usual, based on contractual agreement, during holidays if not included.

g) Payment in kind:
If you provide meals or accommodation to your employee, the value of those benefits is subject to social security charges. This option is only aplicable for monthly-based salary contracts.

h) Tax at source:
The employee is subjet to the witholding tax at source if she or heholds one of the following permit:

i) B Permit
ii) G, F, L or S Permit
iii) Swiss citizen living abroad

Swiss citizens or C permit holders, as well as their married partner are not subjet to tax at source.

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