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 :

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	Monthly wage
e) **Net** hourly wage: CHF ___ per hour	e) **Net** monthly salary: CHF ___ per month
Number of worked hours per week	Number of contractual hours per week
f) Paid vacations indemnity	Salary is maintained during holidays
Not included (hours must be paid during holidays)	g) **Salary in kind:** yes no
4 weeks included (indemnity is paid during worked hours)	Meals: Full month: CHF 645.–
5 weeks included (indemnity is paid during worked hours)	or
	Nb of days with Breakfast per week:
Salary in kind is not possible for hourly wage contracts	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:

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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 :

Documents to send to Chèque Service

- 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)