

## CONTRACT MODIFICATION FORM

Please complete this form legibly. Letters in index refer to the information that follows the form.

### EMPLOYER'S INFORMATION :

Employer's number R

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Ms                                      Mr

Surname :                                      First name :

Address:

Postal code :                                      City :                                      Phone :

Email :                                      Cell :

### a) EMPLOYEE'S INFORMATION :

Employee's number E

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Ms                                      Mr

Surname :                                      First name :

Address :

Postal code :                                      City :                                      Phone :

Email :                                      Cell :

Date of birth :                                      Nationality :                                      Civil status :  
(dd/mm/yyyy)

### CONTRACTUAL DATA :

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Effective date of changement :

b) Type of contract :                      Permanent

Fixed-term and the end date is :

WARNING, some changes require a legal notice period, please contact CHEQUE SERVICE for more information or check on our web: [www.chequeservice.ch](http://www.chequeservice.ch)

I would like to declare salaries with: c) Paper check book salary declaration (Postal mail)

Salary d) Online salary declaration (internet)

Please select only one option or

Hourly wage	Monthly wage
e) <b>Net</b> hourly wage : CHF <b>per hour</b>	<b>Net</b> monthly salary: CHF <b>per month</b>
Nb of worked hours per week :	Nb of contractual hours per week :
f) Paid vacations indemnity	f) Salary is maintained during holidays
Not included (hours must be paid during holidays)	g) <b>Salary in kind:</b> yes no
4 weeks included (indemnity is paid during worked hours)	<u>Meals:</u> Full month: CHF 645.- or
5 weeks included (indemnity is paid during worked hours)	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:

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 modification form signed by both employee and employer
- The Tax at source management mandate (if mandated by the employer and applicable)

Case postale 109, 1228 Plan-les-Ouates

● T +41 22 301 73 16 ● Lu-Ve de 9h à 12h ● info@chequeservice.ch ● chequeservice.ch

## 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 terminated at 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 monthly 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-based salary).

e) Salary:

The net salary is the amount that you pay to your employee, in cash or by bank transfer. 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**, including tax at source when mandated to Chèque service.

Please visit our website for information about minimum wages:

[www.chequeservice.ch/en/content/costs](http://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 applicable for monthly-based salary contracts.

h) Tax at source:

The employee is subject to the withholding tax at source if she or he holds 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 subject to tax at source.

**MANAGEMENT MANDATE  
TAX AT SOURCE**

By this, the undersigned, .....,  
employer of .....,  
mandate to Chèque service the administrative management of the  
withholding tax at source of my employee regarding this work relation.

I, the undersigned, will cover the additional administrative costs of CHF 50.-  
(per tax year) and transfer to Chèque service the current commission of 2%  
(LPFisc, art 38A al.3) granted to the benefit debtor by the tax authorities.

Location : .....

Date : .....

Employer's signature : .....

(Debtor of the taxable benefit)