pro chèque service

Modification Form

IDENTIFICATION OF THE PARTIES (REQUIRED) **C** _____

EMPLOYER'S INFORMATION : Client N° : R_____

Surname and First name : _____

EMPLOYEE'S INFORMATION: Employee N° : E_____ Birth Date : _____

Surname and First name : _____

⚠ In the event of a contractual change that is unfavourable to the employee, for example a salary reduction, a notice period should be provided, and, if applicable, a modification leave procedure. (See page 4)

CONTRACTUAL CHANGES EFFECTIVE FROM THE 1st _____

1. **Net salary** :

   CHF : _____ per hour, **OR**

   CHF : _____ per month.

2. **Working hours** :

   _____ Hours per week

3. **Withholding tax** :

   The handling of withholding tax requires particular attention, especially regarding the employees' personal situation. (See page 4)

   ☐ I believe that my employee is subject to withholding tax.

   Could you please contact me to verify this situation ? Tel N° : _____

4. **My employee receives a benefit in kind (ONLY if on a monthly salary)** :

Benefit in Kind	Days per Week	Cost per Day	Cost per Month
Breakfast		CHF 3.50	
Lunch		CHF 10.00	
Dinner		CHF 8.00	
Accommodation		CHF 11.50	CHF 345.00
Food + Accommodation		CHF 33.00	CHF 990.00

OTHER CHANGES EFFECTIVE FROM : C

Employer Information

Client N° : R_____

Surname and First name :

New Address :

New phone number :

New email address :

Employee Information

Employee N° : E_____

New Address :

New phone number :

New email address :

Change of Permit :

Change of Marital Status :

⚠ ***Your online account is linked to your phone number and email address***

Remarks:

SIGNATURES (REQUIRED)

Employer's signature : _____ Date : _____

Employee's signature : _____ Date : _____

Instructions to complete the form :

1. **Fill in** the requested information in the designated fields.
2. **Important note :** contractual changes can only take effect from the first day of the month.
3. **Sign** the form at the bottom of the second page.
4. **Return** both pages of the duly signed form to Chèque Service, either by **email**, **by postal mail**, or via your online account (**support**).

Contractual Change – What Does It Mean?

A **contractual change** refers to any modification made to the terms and conditions of the employment contract.

Key Points to Know:

The **employee must agree** to the change if it is significant (allow approximately 15 days for the employee to respond).

The change must be documented in **writing** (often in an amendment) and takes effect at the end of the applicable notice period. (See the "Notice Periods" table on page 4)

If the employee refuses, the employer may terminate the contract by following a modification leave procedure. (See page 4)

The change I would like to make is not listed on the modification form.

In this case, you can contact Chèque service using one of the following methods:

By email : info@chequeservice.ch

By Phone : Monday to Friday, from 9:00 a.m. to 12:00 p.m., at 022.301.73.16

Via the contact form on the website: www.chequeservice.ch

Through online support from your personal account

By postal mail : Case postale 109, 1228 Plan-les-Ouates

In person : Wednesdays from 14:00 p.m. to 16:00 p.m.
Rte de la Galaise 21A, 1228 Plan-les-Ouates

Contract Modifications: useful information

1. Salary

You can adjust your employee's salary at the end of a month for the following month.

2. Contract of less than 8 hours per week

If your employee's working hours are reduced to less than 8 hours per week, they will no longer be covered for non-occupational accidents.

3. Withholding Tax – Who is subject?

Swiss citizens residing in Switzerland	☒ No
Persons with a C permit	☒ No
Persons who have obtained Swiss nationality and reside in Switzerland	☒ No
Persons married to a Swiss citizen or a person with a C permit	☒ No
All other persons working in Geneva	☑ Yes

4. Benefits in kind

If you provide meals or accommodation to your employee, this is considered a benefit in kind and is subject to social contributions. This option is only available for fixed monthly salaries.

Modifications unfavourable to the employee

If the employer wishes to modify the contract to the employee's disadvantage (e.g., a salary reduction), the modification leave procedure must be followed, applying the usual notice periods.

The employee has the choice to:

- Accept the new conditions and continue the contract
- Or refuse, in which case the contract terminates at the end of the notice period

Duration of service	Notice period
1st month of employment	7 days
1st year (after the 1st month)	1 month to the end of a month
2nd to 9th year of service	2 months to the end of a month
From the 10th year of service	3 months to the end of a month

Impact of a modification on occupational pension plans (LPP)

- If the salary decreases below the LPP threshold, while it was previously insured, LPP coverage is maintained until the end of the calendar year.
- If the salary increases and reaches the LPP threshold, the affiliation to the LPP applies retroactively, either from the start of the contract or from January 1st of the current year.