

Do not submit - this translation is to be used as a guide for filling out the German original. Universität Regensburg is not liable for inaccuracies or mistakes in the English translation. In case of doubt, the German originals are to be used in a court of law.

Stand 12/2022

Surname:

Address:

First name:

State Financial Authorities (Landesamt für Finanzen) Please select office Payroll office for employees	Ref. No.: Please enter reference number.
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Declaration of payment method

Surname	Forename	Date of birth
Address (street, house number, ZIP code, town or city)		
Department in which employed		

Starting from

please transfer my salary to the following account:

IBAN

Accounts in Germany always have 22 digits, for other countries it is between 15 and 34 digits.

BIC

Bank

I am aware that

- the payroll office may withdraw incorrectly transferred payments up to the last day of bank business before the due date, either completely or partly, even when they have already been credited to my account;
- I have my salary at my disposal only on the due date or, if this is a Saturday, Sunday or bank holiday, then on the last day of bank business before the due date;
- I am obliged to repay overpaid salary should I be aware that there is a defect in the legal grounds for the payment.

I hereby empower the payroll office, subject to revocation at any time, to redeem incorrectly transferred payments or components thereof (e.g. following redundancy or dismissal, unpaid leave of absence, after the sick pay period has run out) from my account, should a recall not be possible (e.g. for technical reasons). Costs for redemptions incorrectly canceled by myself are at my expense.

p.t.o.

Note on data protection in accordance with Art. 13 and 14 General Data Protection Regulation (GDPR)

The entity responsible for the processing of this data is the State Financial Authorities (Landesamt für Finanzen), Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (Telephone: 0931-4504-6770; Email: servicedesk@lff.bayern.de).

The data is collected to determine, allocate and pay your salary in accordance with the contractual and legal regulations. This also encompasses the fulfillment of the Free State of Bavaria's (Freistaat Bayern) obligations as an employer under the laws governing income tax, social security and supplemental benefits.

The legal basis for the processing is Art. 6 Para. 1 S. 1 letters b) and c) GDPR, Art. 9 Para. 2 letter b) GDPR, Art. 88 Para. 1 GDPR, § 611 German Civil Code (BGB).

Further information on the processing of your data as part of payroll activity and your rights relating to the processing of your data can be found on the Internet at:

http://www.lff.bayern.de/formularcenter/allgemein/index.aspx#info_datenschutz.

Alternatively, you can receive this information via the contact data provided above. You can contact our official data protection officer at Landesamt für Finanzen, – Datenschutzbeauftragter – , Rosenbachpalais, Residenzplatz 3, 97070 Würzburg (Telephone: 0931-4504-6767; Email: datenschutzbeauftragter@lff.bayern.de)

Date

Signature