

Explanation for Form: LBesA 0530 – BV

This form is for the *Landesamt für Finanzen* (State Finances Office) – as a state employee of Mecklenburg-Vorpommern, you will be paid by a central institution called the *Landesamt für Finanzen*. On this form, you are required to give personal details, your bank account number and your central *Steueridentifikationsnummer* (tax identification number/national insurance number). Please note that the *Steueridentifikationsnummer* will be sent by post to your residential address in Germany after you have registered at the *Einwohnermeldeamt* (Resident Registration Office) – this may take a couple of weeks.

1. Please fill in the following boxes at the top of the page:
 - *"Name, Vorname"*: surname and first name(s)
 - *"Anschrift"*: residential address
 - *"Geburtsdatum"*: date of birth
 - *"Telefonnr"*: telephone number
2. Under *"Steuermerkmale"* please fill in:
 - *"Steueridentifikationsnummer"* – see above
 - *"Handelt es sich...Hauptarbeitgeber (ja/nein)"* – this box asks you whether your employment contract at the University of Greifswald is your main employment contract – please fill in *"ja"* for yes and *"nein"* for no.
The *"Hinweis"* explains that if you answer with *"nein"*, you will be automatically classed in *"Steuerklasse"* (taxation class) 6. Please note, German income tax is deducted according to certain taxation classes, which are defined according to marital status, whether you have any children and the number of employment contracts; please contact an accountant or tax advisor for information and advice on this topic.
 - *"Hiermit erkläre ich...abgerufen werden"* – by checking this box you give your consent for the State Finances Office to collect your taxation details from the *Finanzamt* (Revenue Office).
3. Under *"Bankverbindung"* please:
 - cross off one of the boxes:
 - i. *"Erklärung zur Bankverbindung"* – if this is the first time you have given us your bank details
 - ii. *"Änderung der Bankverbindung"* – if this is a change of the initial bank details you submitted. *"Wirksamkeitsdatum"* is the date on which the change is effective
 - give the name and address of your bank at: *"Kreditinstitut"*
 - enter the BIC number of your bank account
 - enter the full IBAN number of your bank account
4. Please write the date and sign the form on the line above *"Datum, Unterschrift"*