Kanton Bern
Canton de Berne

Finanzdirektion
Personalamt

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Questionnaire for Persons Subject to Tax at Source (Quellensteuer)

Print Reset

☐ Entry notification ☐ Notification of change Information valid from

Information regarding the person subject to tax at source

Employee-ID (if available)

Swiss social security number (SV no.)

Surname

First name

Denomination

Which religious denomination do you belong to?

☐ Continental Reformed Protestantism (evang.-ref.) ☐ Roman-Catholic (röm.-kath.) ☐ Christian-Catholic (christ-kath.)

☐ Lutheran (evang.-luth.) ☐ Jewish (israelit. Gem.) ☐ Other ☐ None

Information concerning other gainful employment or income[1]

Are you also currently employed with one or several other employers, or are you additionally self-employed?

☐ Yes[2] ☐ No

If so, which form of employment is applicable?

☐ Other employment in Switzerland ☐ Other employment abroad ☐ Other employment in Switzerland and abroad

Further gainful employment (no. 1) Name of employer	Level of employment in %	(Monthly income in CHF[3])	Start and end of gainful employment
Further gainful employment (no. 2) Name of employer	**Level of employment in %**	**(Monthly income in CHF[3])**	**Start and end of gainful employment**
Further gainful employment (no. 3) Name of employer	**Level of employment in %**	**(Monthly income in CHF[3])**	**Start and end of gainful employment**

Are you receiving a pension?

☐ Yes ☐ No

Notes:

[1] Other gainful employment or income is understood to mean all employment relationships and self-employed activities in Switzerland or abroad which you perform in addition to the listed employee-ID.

[2] Please fill in the text boxes with the information concerning other gainful employment.

[3] Information on monthly income is only required if you are unable to determine the level of employment.

Civil status

☐ single[4] ☐ married[5] ☐ divorced[4] ☐ widowed[4]

☐ registered partnership[5] ☐ dissolved registered partnership[4]

Separated? ☐ Yes[4] ☐ No

Date of civil status

Information regarding your partner
(Only to be completed if you are in an unseparated marriage or unseparated registered partnership)

Surname	First name

Date of birth	Swiss social security number (SV no.)	Nationality

Is your partner gainfully employed?

☐ Yes ▣ No

If yes, what does your partner's income consist of?

☐ Salary or replacement income (e.g., daily sickness benefits from an insurance) ☐ Pension

☐ Salary or replacement income and, additionally, pension

In the case of salary or replacement income, the following additional information must be provided:

Country of employment	Canton of employment (if Switzerland)	Start of employment	End of employment

Information regarding your children

Nr.	Surname	First name	Date of birth	In education?
1				☐ Yes[6] ☐ No
2				☐ Yes[6] ☐ No
3				☐ Yes[6] ☐ No
4				☐ Yes[6] ☐ No
5				☐ Yes[6] ☐ No

Notes

[4] Please complete the information regarding “Clarification of parental tariff” if you have children entitled to deduction.

[5] Please complete the “Information regarding your partner”.

[6] Please enclose confirmation of education.

Clarification of parental tariff
(Only to be completed if single, divorced, separated, widowed or dissolved partnership and there are children entitled to deduction)

Do you live in the same household with children?

☐ Yes No. of children ☐ No

Are you in a cohabitation[6] partnership? If so, is your gross income higher than that of your cohabiting partner?

☐ Yes ☐ No ☐ Yes ☐ No, the cohabiting partner

Do you have parental responsibility

☐ Yes ☐ No ☐ Joint responsibility

Clarification of cross-border commuter tariff[8]
(Only to be completed if your place of residence is in Germany or France and in the neighboring area)

Are you registered in Switzerland as a cross-border commuter? [8]

☐ Yes ☐ No

If no, do you return to your place of residence every day?[8]

☐ Yes[9] ☐ No

This form must be completed in full and accurately. The information provided will serve to determine the applicable tariff.

In the event that the information is incomplete, tariff A0Y (for single persons) or tariff C0Y (for married persons) shall apply. If the information concerning other gainful employment or income is incomplete, the determining tax rate for calculating the tax at source (Quellensteuer) will be based on income from 100% employment.

The signee hereby confirms the accuracy of the information provided and undertakes to promptly notify the competent personnel office of any changes to the above-stated details. Any changes will come into effect as from the subsequent month.

Confirmation of the information provided by the person who is subject to tax at source (Quellensteuer)

Place and date

Signature of the person subject to tax at source (Quellensteuer)

Notes

[7] Cohabitation = cohabiting union with a shared household

[8] Please take note of the Q10 or Q12 information sheet for French or German cross-border commuters, available on the website of the Tax Office of the Canton of Bern (www.taxme.ch ⇨ Publikationen/Merkblätter/Quellensteuer/Aktuelle Merkblätter)

[9] Please send the following form to us:
Residence in Germany: "Ansässigkeitsbescheinigung" (Gre-1 form)
Residence in France: "Attestation de résidence fiscale" (2041-AS form)
(www.taxme.ch ⇨ Publikationen/Formulare/Quellensteuer)