Information
On Your Remuneration Statement

Please keep your remuneration statements, they serve as proof of income for public authorities, banks and other institutions.

- Composition of your remuneration
  The remuneration statement provides you with detailed information on the different components of your current remuneration amount. It breaks down the amount you received this month and is valid for all months to follow until you receive a new remuneration statement. You only receive a new remuneration statement in case of one-time changes only (columns 2 and 5). Please note that negative amounts with regard to the remuneration section are deductions and with regard to the deduction section are refunds.

- Effective date of the transaction
  We process our payments via the paperless exchange of data media of the Deutsche Bundesbank, which guarantees that the transfers are credited to your bank by the due date. Your bank is obliged to credit the amount to your account on the same day. In case your remuneration is credited with a later effective date, please contact your bank.

- Change of account
  If you have a new bank account, please inform us as soon as possible so that transfers credited to your account will not be delayed.

- Correctness of the information
  Please read your remuneration statement carefully and make sure that everything is correct. Do not only check individual amounts, but also job characteristics, such as the type of employment, marital status, and tax bracket. If you notice any discrepancies or possible mistakes, please inform the responsible department immediately.

- Requests
  Please note that the payment of your remuneration and Beihilfe/Heilfürsorge are processed in different departments. Contact information can be found on the front page in the top right corner.

- Child-related payments
  Child-related payments for children over the age of 18 that are based on the entitlement to child benefit (e.g. the child-related part of family benefit or child-related Besitzstandszulage) will be granted with the reservation of the right to reclaim. If your child is no longer entitled to receive child-related payments, this might also affect the payment of Beihilfe. Please inform us about any changes that could be of importance for the entitlement to child benefit (e.g. upon your child’s completion of vocational training) immediately.

- Beihilfe application forms
  If you would like to apply for Beihilfe, please always use the current version of the application form LBV 301. This form complies with the current regulations and requirements from the Ministry of Finance (according to section 17 subsection 1 sentence 1 of the Act on Beihilfe (BVO)). Any other Beihilfe application forms are not valid and will therefore not be accepted. Please also note that the LBV only accepts German forms, requests and applications.

  The current version of the application form can be found on the website of the LBV at https://lbv.landbw.de.

Your Remuneration Statement Explained

Welcome to the university and to Baden-Württemberg!
At the start of your employment, you will receive a salary statement (Mitteilung über die Zusammensetzung Ihrer Bezüge) from the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV), the institution responsible for paying out your remuneration.

You will only receive a new statement if there are any changes to your monthly remuneration or deductions.

This brochure will help you understand your salary statement, which is only issued in German.

The contents of the document have been translated by the University of Mannheim. Please note that LBV documents are only valid in the German original. English forms are not legally binding and will not be accepted by the LBV.

Your contact at the university:
Please see the back of this form for a translation of the "HINWEISE" and "ANGABEN" in the back of your remuneration statement.

**Please note:**
- In case of questions about your withholding tax certificate, we will send them in February. Please do not send any inquiries about your income tax certificate beforehand.
- The contributions (Zusatzversorg.) include social security (Sozialversicher.), unemployment insurance (AV) and long-term care insurance (KV), pension contributions (Rentenvers.), and supplementary pension contributions (Zusatzversorg.).
- The solidarity surcharge (Solidaritätszuschlag) is a one-time remuneration (Einmalige Bezüge), as in back payment or overpayment (Nach- oder Überz.). In this example, your salary (Tabellenentgelt) is the monthly remuneration and the annual bonus (Jahresersparnis), a one-time payment.
- The solidarity surcharge (Solidaritätszuschlag) is a supplementary tax which was introduced in 1991 to finance the costs of German reunification.
- The income tax certificates (Lohnsteuerbescheinigungen) for the past year will be sent from mid-February. Please do not send inquiries about your income tax certificate beforehand.