



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Änderung der familiären Verhältnisse - *Changes of Personal Circumstances*

Please note:

- The following information is necessary for the payment of your remuneration. Please visit <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for information on data protection and the relevant legal provisions on the basis of which your data are collected. All questions must be answered, unless marked (optional).
- Please read the attached explanatory notes.

1. Personal data

Please check or fill in as appropriate

Last name	First name	Name at birth, if different	Personnel number / area of work
Place of work		Date of birth	Phone number (optional)

2. Änderung der familiären Verhältnisse - *Changes of Personal Circumstances*

Marriage / registered partnership
- Optional for employees who were lead over to a new collective agreement (e. g. TV-L) and apprentices - **The marriage certificate / registered life partnership certificate and form LBV 538b1 (for civil servants, judges and trainee lawyers) are attached.**
Last name, first name of spouse / registered life partner

Divorce / annulment of registered partnership
- Optional for employees who were lead over to the TV-L and apprentices - **The operative part of the divorce decree or respectively the annulment decree including a statement of legal effect is attached.**

Are you obligated to pay alimony to your divorced spouse / life partner from your former marriage / registered partnership?

 No
 Yes, form LBV 538b1 (for civil servants / judges / trainee lawyers) is attached.

Do you permanently accommodate another person (also your own children) in your household or does a child live in an alternative accommodation at your cost?

 No
 Yes, form LBV 538b1 (for civil servants / judges / trainee lawyers) is attached.

Birth of a Child Copy of the birth certificate or the birth confirmation for child benefits is attached

Last name, first name of the child	Date of birth
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Do you want to apply for child benefit for this child?

 No (The child benefit notification is attached or will be submitted later; civil servants, please fill in, sign and submit declaration LBV 538b2; employees, please read explanatory note number 2.)

 Yes (Application for child benefit "Antrag auf Kindergeld" (LBV KG 1) and enclosure "Anlage Kind" (LBV KG1 ANLAGE) are attached)

LBV 527 – 10/18

Death of spouse / death of life partner / death of a child
- Optional for employees who were lead over to a new collective agreement (e. g. TV-L) and apprentices -
A death certificate is attached.

Last name, first name of the deceased

Date of birth

3. Other changes

Change of name
A copy of the statement before the registrar's office or the entry in the family register is attached.

Change of bank details as of _____
of _____

Bank: _____

BIC: _____

✓ The German IBAN ends here!

IBAN: _____

Other changes as of _____
of _____

Type of change (If necessary, confirmations are attached.)

Declaration

I confirm that the above information is both accurate and complete. I understand that I have to repay any excess amounts that I receive due to inaccurate information or omitted, delayed or inaccurate notification.

Date, Signature

**Landesamt für Besoldung und
Versorgung Baden-Württemberg
70730 Fellbach**



Baden-Württemberg

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No

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- Birth of a Child** Copy of the birth certificate or the birth confirmation for child benefits is attached

Last name, first name of the child

Date of birth

Do you want to apply for child benefit for this child?

No (Employees please read explanatory note number 2; copy of birth certificate is attached.)

Yes (Please enclose the application form LBV KG1 and the enclosure "Anlage Kind" LBV KG1 ANLAGE as well as the original birth certificate or confirmation of birth for child benefits, respectively.)

LBV 527 – 10/18

Copy for the human resources department

Death of spouse / death of life partner / death of a child

- Optional for employees who were lead over to a new collective agreement (e. g. TV-L) and apprentices -
A death certificate is attached.

Last name, first name of the deceased

Date of birth

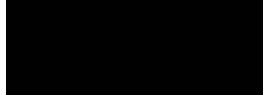
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Change of name

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Change of bank details

as
of



Bank:



BIC:



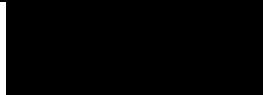
✓ The German IBAN ends here!

IBAN:

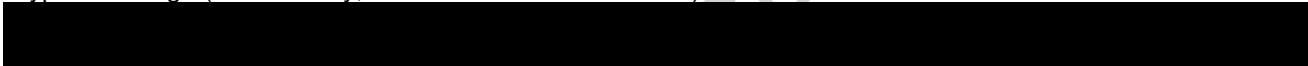


Other changes

as
of



Type of change (If necessary, confirmations are attached.)



Declaration

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Date, Signature

Address of the human resources department



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

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Do you want to apply for child benefit for this child?

- No (Employees please read explanatory note number 2; copy of birth certificate is attached.)
 Yes (Please enclose the application form LBV KG1 and the enclosure "Anlage Kind" LBV KG1 ANLAGE as well as the original birth certificate or confirmation of birth for child benefits, respectively.)

LBV 527 – 10/18

Draft (copy for the employee)

Death of spouse / death of life partner / death of a child
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Last name, first name of the deceased

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Date, Signature

**Landesamt für Besoldung und
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70730 Fellbach**

Explanatory Notes

The section "other changes" is intended for changes possibly affecting the payment of child benefits and/or family benefits, difference amounts, children or marital status-related rights, remuneration for employees or salary. Under "date" / "as of", please indicate the day the situation changed and attach the respective proofs.

The following circumstances are to be considered:

1. Spouse / registered partnership

The start or resumption of an employment (including vocational training) of your spouse has to be declared with the declaration regarding family benefit for civil servants / judges / trainee lawyers ("Erklärung zum Familienzuschlag"), form LBV 538b1.

Termination of an employment (including vocational training) of spouse / life partner with the public service

Public service is any employment or vocational training in the service of the Bund, a Land, a local authority or other authorities, establishments and foundations under public law or organizations of such; employment in public religious communities or their organizations are excluded if the requirements named in the last sentence of this paragraph are not fulfilled by organizationally autonomous institutions, especially schools, universities, hospitals, nursery schools and retirement homes. An employment (vocational training) in the service of an international or supranational institution, in which the Bund or one of the authorities mentioned above or the therein mentioned organizations are involved through payment of contributions or in any other way, is considered to be equal to an employment in the public service. Furthermore, an employment (vocational training) in the service of any other employer applying the collective agreements of the civil service or collective agreements of similar content or the regulations on family benefits / local allowances or social allowances indicated in regulations regarding remuneration or similar regulations is considered the same as an employment with the civil service if the Bund or one of the abovementioned authorities or establishments is involved through payment of contributions or allowances or in any other way.

2. Birth of a child

The Kinder-Berücksichtigungsgesetz – KiBG (an act that takes into account the raising of children for contributions to the statutory long-term care insurance) increases the contributions to the statutory long-term insurance for childless members who were born after 31/12/1939 and who are at least 23 years old, by 0.25 contribution points as of 01/01/2005 (surcharge for childless persons).

If the fact that the member is a parent is proven to the employer, e. g. by providing copies of a birth certificate / adoption certificate, the surcharge does not have to be paid.

In addition to biological or adoptive parents, step parents and foster parents may also be considered parents.

If proof is provided within three months of the commencement of the employment or after the birth of the child, it is considered equal to having been provided at the beginning of the employment or directly after the birth of the child. Otherwise, the proof is only deemed effective at the beginning of the month following the month in which proof was provided.

3. Lapse of entitlement to child benefit / child-related acquired rights / family benefit e. g.:

- Termination or interruption of vocational training of the child

4. Lapse of entitlement to marital status-related acquired rights / marriage-related part of the family benefit for single and divorced persons who receive the benefit after taking another person (also own children) into their household, e. g. if

- the person moves out of your household or
- the person taken in earns his/her own income (e. g. vocational training pay).

If one of these conditions materializes for the first time, please inform your employer about this. You may do this informally or with the declaration regarding family benefit for civil servants / judges / trainee lawyers ("Erklärung zum Familienzuschlag"), form LBV 538b1.

5. Permanent separation from spouse

(Notification is only necessary if you have children eligible for child benefit / rights acquired due to parenthood / family benefit.)

6. A child moves into a different household or moves out to run his/her own household (for children over the age of 18).