Payroll questionnaire

for new employees

Welcome to the team! This form collects everything payroll needs for your first salary: personal details, social security (AHV) number, bank account, employment and – if it applies to you – withholding tax. Fill it in on screen or by hand, sign it and hand it to your employer. Your employer forwards it to the payroll team; if your employer works with ALPINUM, securely through the ALPINUM client portal.

Company (employer)

1 PERSONAL DETAILS

Last name

First name(s)

Date of birth (DD.MM.YYYY)

Gender

Nationality

AHV number (756.XXXX.XXXX.XX)

Residence permit (if not Swiss): B, C, L, G …

Preferred language for correspondence

Phone

Email

Home address: street and number

Postcode and town

Marital status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

☐ Separated ☐ Registered partnership ☐ Dissolved partnership

2 CHILDREN

Children determine your family allowances and, if you are taxed at source, your withholding tax tariff.

Do you have children?

☐ Yes ☐ No

If yes, for each child:

First name	Last name	Date of birth	Gender	AHV number	Child allowance
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

3 BANK DETAILS

Bank

IBAN

Account holder (if not yourself)

4 EMPLOYMENT

Your employer may complete or confirm this section.

Start date

End date (fixed-term contracts only)

Workload (%)

Holiday days per year at 100% workload

Wage type

☐ Hourly ☐ Monthly ☐ Annual

13th monthly salary

☐ Yes ☐ No

5 WITHHOLDING TAX

As a rule, foreign employees without a settlement permit (C) are taxed at source. Married couples are taxed in the ordinary way if one spouse holds Swiss citizenship or a C permit (Art. 83 Federal Act on Direct Federal Taxation).

Are you subject to withholding tax?

☐ Yes ☐ No

If yes – details of your spouse or partner:

Name

Date of birth

Nationality

Residence permit

AHV number

Home address

Is your spouse or partner gainfully employed?

☐ Yes ☐ No

6 ADDITIONAL PAYROLL DETAILS

These items appear on your payslip and your annual salary certificate.

Use of a company car

☐ Yes ☐ No

If yes, please attach the purchase or lease contract.

If yes: model

Purchase price incl. VAT

Car expenses

☐ Yes ☐ No

Flat-rate representation expenses

☐ Yes ☐ No

Expense regulations approved by the tax authority

☐ Yes ☐ No

Board and lodging

☐ Yes ☐ No

Other comments

CONFIRMATION

I confirm that the details above are complete and correct, and I will inform my employer of any changes.

Place and date

Signature

Your details are used for payroll and social insurance purposes only.