

Polyfon Distribution AG

Checklist for opening an employee in wage accounting

Name		Married	
First Name		Name	
Street		First Name	
Place		Date of Birth	
Nationality		Nationality	
Date of Brith		Place of origin	
AHV number			
Witholding Tax			
Place of origin			
Date of joining			
Date of leaving			
<u>Banking Details 1</u>		<u>Banking Details 2</u>	
SWIFT		SWIFT	
IBAN		IBAN	
Account Number		Account Number	
Clearing Nr.		Clearing Nr.	
Phone number			
Mobile number			
Children		Date of Birth	
Vacation			
weekly working hours			
Attendance time registration			
Wage		Payment date	
monthly wage		fixed expenses	
hourly wage		daily benefits insurance	
vacation payment		payment date	
Retirement Fund		UVG / NBU and BU	
share employer			
share employee			
insurance company			
contract number			
other compensation			
company car			
GA travelcard SBB			
company mobile			
Accounting			
Cost center			