



Universitätsverwaltung
Innenrevision
Seminarstraße 2
69117 Heidelberg

DECLARATION BY THE CONTRACTOR WHEN CONCLUDING A WORK/FREELANCE CONTRACT

name surname _____

date of birth _____

I hereby state that (Please tick as appropriate)

I have never had a service or employment contract with Heidelberg University, nor are there any plans for this to happen.

This also includes an employment contract as a student assistant (Hiwi).

A service or employment contract between me and Heidelberg University

has existed since _____

existed from _____ to _____

is planned as of _____

A permit for secondary employment (besides a regular job) must, as appropriate, be appended or presented later.

Type of service or
employment contract _____

at the (place of work / institute) _____

with working hours of _____ hours weekly monthly

no work/freelance contracts have existed between me and Heidelberg University for the last two years, exist at present, or are planned.

the following work/freelance contracts have existed between me and Heidelberg University in the last two years, exist at present, or are intended:

place of work	from	to
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have not been granted a scholarship and received payment from it.

As Contractor I hereby declare: (Please tick as appropriate)

1. I will bear the business risk. To fulfil the assignment I will use my own capital and bear the risk of any loss that may be incurred.
 correct incorrect
2. I am active as a company / self-employed person / free-lancer on the market (e.g. under my own name, with my own website, through active advertising to gain customers, etc.).
 correct incorrect
3. I will work with my own equipment and materials.
 correct incorrect
4. I will work in my own premises.
Should the preparations for performing the services be made in my own premises, the job as a whole shall be regarded as being performed in my premises.
 correct incorrect
5. I will work independently of the client's instructions.
 correct incorrect
6. I am not integrated into the client's organisational structure.
 correct incorrect
7. I do not work exclusively for Heidelberg University but for other clients as well, and I am neither personally nor economically dependent on Heidelberg University.
 correct incorrect
8. A procedure to establish my insurance status for this work has already been carried out with the German Statutory Pension Insurance Scheme (Deutsche Rentenversicherung).
 correct incorrect
If correct, please attach a copy of its decision.
9. I study at Heidelberg or another university in Germany.
 correct incorrect

I declare expressly that the information I have given above is true and complete, and release Heidelberg University from all claims on it deriving from intentionally or negligently false or incomplete information on my part.

I undertake to inform the University immediately of any changes in respect to the above information up to the point in time at which the contractual services have been performed.

The University is obliged to report the payments to the Tax Office under the "General obligation to disclose information" (§93a German Fiscal Code). The Contractor must include such income in his or her own tax declaration.

place _____ date _____

Contractor