



Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

Änderung der familiären Verhältnisse – *Changes in Personal Circumstances*

Please note:

1. We require the following information 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 as optional.
2. 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 Changes in your personal circumstances

Marriage/registered partnership

- Optional for employees who were transferred to a new collective agreement (e.g., TV-L) and trainees -

I have attached the marriage certificate/registered partnership certificate as well as form LBV 538b1 (for civil servants, judges and trainee lawyers).

Last name, first name of spouse/registered partner

Divorce/annulment of registered partnership

- Optional for employees who were transferred to the TV-L and trainees -

I have attached the operative provisions of the divorce decree or the decree of nullity including a statement that the judgment is final.

Are you obliged to pay alimony to your divorced spouse or former registered partner?

No

Yes, form LBV 538b1 (for civil servants/judges/trainee lawyers) is attached.

Have you permanently taken another person (including your own children) into 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

Last name, first name of the child

Date of birth

A copy of the birth certificate, the official notification on child benefit, and form LBV 538b2

is/are attached.

will be submitted later.

Please indicate which documents you will submit later.

Death of spouse/registered partner/child

- Optional for employees who were transferred to a new collective agreement (e.g., TV-L) and trainees -

I have attached the death certificate.

Last name, first name of the deceased

Date of birth

3 Other changes

Change of name

I have attached a copy of the statement before the registrar's office or the entry in the family register.

Change of bank details

as of _____

Bank: _____

BIC: _____
▼ The German IBAN ends here!

IBAN: _____

Other changes

as of _____

Type of change (if required, proof is attached.)

Declaration

I declare that the information provided above is both accurate and complete. I am aware that I have to repay any excess amounts that I receive due to providing inaccurate information, failing to report changes, or failing to report changes in due time or in the right form.

Date, signature

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



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Copy for the personnel department

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Date of birth

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Date, signature

Address of the employer's personnel department



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Draft (for the employee/civil servant)

Death of spouse/registered partner/child

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- I have attached the death certificate.**

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Date, signature

**Landesamt für Besoldung und
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70730 Fellbach**

Explanatory Notes

Please use the section "Other changes" to report changes that might affect the payment of family benefit, difference amounts, additional allowances granted due to children or marital status (*Besitzstandszulage*), or your salary. Next to "as of", please indicate the day the situation changed and attach the respective evidence.

The following circumstances may be considered, among others:

1 Spouse/registered partner

If your spouse takes up or resumes a job (including vocational training), you must inform us by filling out form LBV 538b1.

Termination of employment (including vocational training) of your spouse/registered partner in the public service

The public service includes 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; this does not include employment in religious communities under public law or their organizations if the requirements stated in the last sentence of this paragraph are not fulfilled by organizationally autonomous institutions, especially schools, higher education institutions, hospitals, kindergartens, and retirement homes. A job (or vocational training) in the service of an international or supranational institution in which the Bund or one of the authorities or associations mentioned above are involved through payment of contributions or subsidies or in any other way is considered equivalent to a job in the public service. Furthermore, a job (or vocational training) in the service of any other employer applying the collective agreements of the public service, collective agreements of similar content, or the regulations on family benefits/local allowances or social allowances specified in these agreements or in remuneration laws is considered equivalent to a job in the public service if the Bund or one of the authorities or associations mentioned above is involved through payment of contributions or subsidies or in any other way.

2 Birth of a child

As of 1 January 2005, the contributions to statutory long-term care insurance for childless members born after 31 December 1939 who are at least 23 years old were raised by 0.25 contribution points (in accordance with the *Kinder-Berücksichtigungsgesetz* (KiBG), raising children is taken into account for the calculation of statutory long-term care insurance contributions, which means there is a surcharge for those without child).

The surcharge does not have to be paid if the member can prove to the employer that they are a parent, for example by providing copies of a birth certificate or adoption certificate. Apart from biological or adoptive parents, stepparents and foster parents may also be considered parents. If proof is provided within three months after the start of the employment or after the child was born, it is deemed effective from the month of the start of the employment or the month the child was born. Otherwise, proof is only deemed effective from the month following the month in which proof was provided.

3 End of entitlement to additional allowances or family benefit granted due to children (*kinderbezogene Besitzstandszulage/Familienzuschlag*), for instance if

- the child completes or prematurely terminates their vocational training or education

4 End of entitlement to additional allowances granted due to marital status (*familienstandsbezogene Besitzstandszulage*)/the marriage-related portion of family benefit for single or divorced individuals who receive this benefit due to taking another person (including their own children) into their household, for instance if

- the person moves out of your household or
- the person taken in earns their own income (e.g., pay from vocational training).

If one of these circumstances arises for the first time, please inform your employer, either informally if you are an employee or by filling out form LBV 528b1 if you are a civil servant, judge, or trainee lawyer.

5 Living separately from spouse on a permanent basis

(Notification is only necessary if you have children that can be taken into account for additional allowances granted due to children or family benefit.)

6 A child moves into a different household or their own household (for children over the age of 18).