

## **Information on your personal and economic situation**

### **1.1 Information on your personal situation**

#### **1.1.1 General Information**

last name	first name	date of birth	place of birth

street address	postal code + town	country / State

nationality	mamarital status, since when (married, etc.)

school-leaving qualification	professional education/course of studies	currently employed as

name + address of current employer	responsible health insurance

**A** previous occupations (main jobs, secondary employments, mini jobs, etc.)


unemployed since	reason for unemployment	competent employment office/job centre

health restrictions (e. g. chronic diseases, degree of disability, reduced earning capacity, etc.)


incapacitated for work since	permanently unable to work since (according to notice)

#### **1.1.2 Current statutory maintenance obligations**

##### a) towards persons sharing your household with you

last name, first name	date of birth	relationship	amount	own income
			€	€
			€	€
			€	€

**B** b) towards persons living outside of your household

last name, first name	date of birth	relationship	amount	own income
			€	€
			€	€
			€	€

### 1.1.3 Other housing and living conditions

Other persons *sharing your household with you*

B

last name, first name	date of birth	relationship	amount	own income
			€	€
			€	€
			€	€

### 1.1 Information on your economic situation

#### 1.1.1 Information on your income situation (earnings)

a)	total income from <b>professional occupations</b> in the last 12 months	€
b)	total income from <b>capital assets</b> in the last 12 months	€
c)	total income from <b>renting/leasing</b> in the last 12 months	€
d)	other income ( <b>e. g. social benefits</b> ) in the last 12 months	€

e) Child benefit (*Please tick or complete as appropriate*)

child benefit is paid to the other parent.

I receive child benefit as follows:

C

last name, first name of the child	date of birth	amount of child benefit
		€
		€
		€

#### 1.1.2 Information on your financial situation (existing assets)

f)	real property	market value:	€
g)	money, balance, securities	value:	€
h)	other assets	value:	€

### 2. Enclosed documents (*please tick the documents you will send along*)

salary statements

unemployment benefit

(SGB II) notice

other income/tax assessment notices

unemployment benefit (ALG I) notice

balance sheets/net income statements

sickness benefits

D

statement of assets

child benefit notice

basic subsistence income/  
reduced earning capacity notice

reduced earning capacity notice

housing benefit notice

retirement pension/company pension plan

insolvency notice

other: \_\_\_\_\_

**3. Willingness to pay statement (tick as appropriate)**

I *do not* agree to pay child support to my child/children

I agree to pay child support to my child/children as follows:

E

last name, first name of the child	date of birth	payment starting on	monthly amount
			€
			€

**4. Other / optional information (free text)**

F

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**5. Contact (daytime)**

G

landline number	
mobile number	
e-mail address	

**6. Consultation**

During the submission of this statement, I was consulted by:

H

last name, first name	
address	
telephone number	

**7. Provision of information for more than one child**

These information apply to all my children listed below:

I

last name, first name of the child	transaction number

**8. I hereby confirm the completeness and accuracy of the above information.**

J

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place, date

signature of declarant

## Completion instructions for the questionnaire

Preliminary Remarks: Please note that your obligation to provide information requires you to provide evidence in writing for all requested information. Therefore, please enclose **appropriate evidences as copies (no originals)** to all information you are providing.

Evidences must be **complete** (e. g. **all** pages of a notice) and **up-to-date** (income must always be evidenced by statements of the **last 12 months**).

- A** Please indicate all data in full and as detailed as possible (in case of chronic diseases, a specialist medical report (fachärztliches Gutachten) is required, a simple medical certificate (Attest) is not sufficient).
- B** Please indicate your total legal support obligations under 1.1.2. If you have other underaged children living in your household, please also include their birth certificates as copy. Under 1.1.3, please name other persons (e.g. new partners) living with you in one household. Under "amount", enter the sum you are paying to the person entitled to support or to another person. Under "own income", the sum of the income of the person entitled to support or of the other person must be indicated.
- C** a) Under "income from employment", all earnings of the last 12 months (gross) from all employment relationships (including secondary and mini jobs) such as wage, salary, overtime pay, special allowances (Christmas allowance, leave allowance, etc.), reimbursement of expenses (daily allowances, travel expenses, etc.) securities and property interests, non-cash benefits/discounts (benefits in kind, free or cheaper accommodation, etc.) must be indicated.  
Under "income from self-employment", income tax assessments, net income statements (EÜR), balance sheets, profit and loss statements of the **last three financial years** or other evidence from freelance work, commercial enterprise, agriculture and forestry, etc. must be provided.  
b) If you have "income from capital assets", you must specify interests, dividends and other income from savings or other credits, deposits, securities, life insurances and other investments, even if they are tax-free.  
c) If you have "income from renting and leasing", all income from subletting and renting of residential and commercial property, from leasing of built and unbuilt land or other property including income destined for operating/ancillary costs and expenses must be indicated.  
d) If you have "other income", all other earnings, e. g. social benefits, must be stated. The **type** and **amount** of income such as tax reimbursements, parental allowance, sick pay, unemployment benefit I or II (Hartz IV/SGB II), basic subsistence income, social welfare benefits, possible pensions (e. g. accident pension, reduced earning capacity pension, disability benefits, retirement pension), retirement pay, etc., must be indicated.  
e) Please also indicate whether you or the other parent receive the child allowance and the amount.  
f) If you own "real estate" assets, you must indicate ownership, joint ownership, ownership share of built/unbuilt land, mobile or family homes, holiday cottages/apartments, leasehold rights, ownership of residential apartments, hereditary building rights and real property abroad and the like including its market value.  
g) Under "money, credits, securities" you must indicate cash money, cash in hand, deposits with building societies, credit balances with domestic and foreign banks, postal giro balances, securities, life insurances, other domestic and foreign capital investments, claims/outstanding accounts, intangible assets, copyrights and other assets.  
h) Under "other assets", you must indicate the total value of property, joint ownership, ownership share of physical property of any kind, e. g. motor vehicle, motorcycle, jewellery, watches, art objects.
- D** Please enclose the relevant written evidence completely and tick it.
- E** Please indicate whether you wish to fulfil your support obligation voluntarily and from when (indications can also be applied retroactively for past periods).
- F** Free text: Here you can enter additional information.
- G** Please indicate here how we can best contact you. As a digital agency, it is important for us to get in touch with you quickly and flexibly. At the same time, the protection of your personal data is very important to us. Therefore, for reasons of data protection, we are not permitted to provide any case-specific information via e-mail. For reasons of data protection, please do not send us any sensitive data (e.g. health data) by e-mail. Use the postal service for this purpose
- H** Please indicate here who advised you, e. g. a lawyer, or counsellor.
- I** If you have several children, it is sufficient to complete one information sheet for all children. In this case, please indicate the first and last names of all your children as well as the respective reference number used by the State Bureau for Finance (LaFin).
- J** Please confirm the completeness and correctness of your information by signing.