

Information on how to complete the annual salaries declaration

How do I complete the annual salaries declaration fully and correctly?

- Are the insured persons and their salaries unchanged for the coming year?
If so, please confirm this accordingly in your salaries declaration, in BLD just click on “Select all”.
- Are there any changes?
Then please check whether you have listed all the persons who are to be insured under this contract. Please provide separate notification of any new or departing employees.
- For each insured person, please state all the foreseeable salary components that are subject to AHV contributions. These include, for example, allowances for inflation, bonus payments, 13th-month salary payments, etc. Have different salary details been agreed for contracts under the non-compulsory scheme? Please also state any amounts of this kind.
- For part-time employees, please state the projected annual salary subject to AHV contributions based on the actual degree of employment.
- Please note that persons cannot be insured who otherwise already have compulsory insurance from their main occupational activity or are self-employed as their main occupation.
- There are pension funds with what are deemed unfavourable age structures. This is the case if the sum of the statutory retirement credits exceeds 14% of the sum of the coordinated salaries. The BVG Guarantee Fund provides subsidies for such pension funds. If there is an entitlement to a subsidy from the BVG Guarantee Fund, this will be asserted by the Foundation.

Thank you for taking the time to complete the annual salaries declaration in full.

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