

Family allowances: Application for employees

Information for filling in this form:

In order to process this application efficiently this form must be filled in completely and correctly. For questions and advice please contact the HR department. Forms that are not filled in correctly will be returned. This will lengthen the waiting time.

We advise the following procedure:

Fill in the form completely and hand it to the HR department of your company. They will check that all information is complete and send the form to the SVA Zürich. If you want to send the form yourself, give it to the HR department of your company to fill in and sign point 1 (Employer).

1 Employer

Account number

Exact company name

Street / house no.

Postcode / town

Since when has this employee been working in your company?

If the employment is limited: estimated end of employment?

Annual salary Daily salary Wage per hour

CHF pre-tax annual salary

Workload

Place of work

Field staff Branch office

Place and date

Signature

Person to contact including telephone number for further enquiries

SVA Zürich

Familienausgleichskasse

Sozialversicherungsanstalt
des Kantons Zürich
Röntgenstrasse 17, Postfach, 8087 Zürich
Tel 044 448 50 00, Fax 044 448 55 55
www.svazurich.ch, info-ahv@svazurich.ch

To be filled in by the employee

2 Applicant

Name

First name

Street / house no.

Postcode / town

Telephone

Nationality

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

single

married

since

widowed

since

divorced

since

legally separated

since

3 From when are you applying for the allowance?

Date

Do you or another person receive, or have you or another person received an allowance for one of the children detailed in section 5?

yes no

If yes, who and for which children?

If yes, please include confirmation from the relevant family compensation fund.

4 Husband / wife

Name	
First name	
Street / house no.	
Postcode / town	
Date of birth	
Swiss social insurance number (756.xxxx.xxxx.xx)	
Form of employment of spouse <input type="checkbox"/> employed since	
Employer	
Street / house no.	
Postcode / town	
Is the pre-tax annual salary in CHF of your spouse greater than the one declared by your employer under point 1? <input type="checkbox"/> yes <input type="checkbox"/> no If paid per day or hour, please accumulate it to the approximate pre-tax annual salary.	
<input type="checkbox"/> self-employed since <table border="1"><tr><td>Canton of work</td></tr></table>	Canton of work
Canton of work	
<input type="checkbox"/> unemployed <input type="checkbox"/> housewife / house husband since	

5 Child(ren) up to 25 years of age

For children between the ages of 16 and 25 who are in education in Switzerland, a confirmation of school, a confirmation of the university or a copy of the apprenticeship contract has to be attached. Foreign applicants must attach a residence permit for their children. For children with **domicile or education in a foreign country**, see leaflet **Merkblatt für Kinder mit Wohnsitz im Ausland**.

1 Name
First name
Date of birth
Swiss social insurance number (756.xxxx.xxxx.xx)

- biological / adopted child
 stepchild foster child
 siblings grandchild
lives in the same household yes no
If not, where does the child live?

Street / house no.
Postcode / town
Country

Who has the right of custody?
(Please include a copy of the extract from the divorce or separation decree relating to right of custody)

For foreign children with domicile in Switzerland: since when has the child been living here with official permission?

since

Only to be filled in for children between the ages of 16 and 25.

Type of education	
since <table border="1"><tr><td>until</td></tr></table>	until
until	

Is the amount of the earnings of the child over CHF 27'840.00 per year?

- yes no

2 Name
First name
Date of birth
Swiss social insurance number (756.xxxx.xxxx.xx)

- biological / adopted child
 stepchild foster child
 siblings grandchild
lives in the same household yes no

If not, where does the child live?

Street / house no.
Postcode / town
Country

Who has the right of custody?
(Please include a copy of the extract from the divorce or separation decree relating to right of custody)

For foreign children with domicile in Switzerland: since when has the child been living here with official permission?

since

Only to be filled in for children between the ages of 16 and 25.

Type of education

since

until

Is the amount of the earnings of the child over CHF 27'840.00 per year?

yes no

3 Name

First name

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

biological / adopted child
 stepchild foster child
 siblings grandchild
lives in the same household yes no

If not, where does the child live?

Street / house no.

Postcode / town

Country

Who has the right of custody?
(Please include a copy of the extract from the divorce or separation decree relating to right of custody)

For foreign children with domicile in Switzerland: since when has the child been living here with official permission?

since

Only to be filled in for children between the ages of 16 and 25.

Type of education

since

until

Is the amount of the earnings of the child over CHF 27'840.00 per year?

yes no

4 Name

First name

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

biological / adopted child
 stepchild foster child
 siblings grandchild
lives in the same household yes no

If not, where does the child live?

Street / house no.

Postcode / town

Country

Who has the right of custody?
(Please include a copy of the extract from the divorce or separation decree relating to right of custody)

For foreign children with domicile in Switzerland: since when has the child been living here with official permission?

since

Only to be filled in for children between the ages of 16 and 25.

Type of education

since

until

Is the amount of the earnings of the child over CHF 27'840.00 per year?

yes no

Important

- Please remember that you have to report every change (dropout of education or exceeding of the income limit for children in education, death of a child) immediately.

6 Supplementary details

1 For children out of divorces or legally separated marriage, foster children and children born out of wedlock

For children born out of wedlock, please add a copy of the acknowledgment of paternity.

- If you have sole custody, you do not have to answer the following questions.

(Please include a copy of the extract from the divorce or separation decree relating to right of custody)

First names of the children

- Particulars of the other parent

Name

First name

Street / house no.

Postcode / town

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

Marital status

since

Form of employment

employed

since

Employer

Street / house no.

Postcode / town

Is the pre-tax annual salary in CHF greater than the one declared by your employer under point 1?

yes no unknown

If paid per day or hour, please accumulate it to the approximate pre-tax annual salary.

self-employed

since

Canton of work

unemployed

housewife / house husband

since

2 Foster child(ren)

Please include a copy of the foster care agreement.

First names of the child(ren)

Is the foster care agreement permanent?

since

How much board (maintenance payments from biological parents, fees of welfare or fees of social insurance) do you receive per month?

CHF per child

- Particulars of the biological mother

Name

First name

Street / house no.

Postcode / town

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

Marital status

since

- Particulars of the biological father

Name

First name

Street / house no.

Postcode / town

Date of birth

Swiss social insurance number (756.xxxx.xxxx.xx)

Marital status

since

7 Further employers

1 Name of the employer

since

Street / house no.

Postcode / town

Is the pre-tax annual salary in CHF greater than the one declared by your employer under point 1?
 yes no

If you are paid per day or hour, please accumulate it to the approximate pre-tax annual salary.

2 Name of the employer

since

Street / house no.

Postcode / town

Is the pre-tax annual salary in CHF greater than the one declared by your employer under point 1?
 yes no

If you are paid per day or hour, please accumulate it to the approximate pre-tax annual salary.

3 Name of the employer

since

Street / house no.

Postcode / town

Is the pre-tax annual salary in CHF greater than the one declared by your employer under point 1?
 yes no

If you are paid per day or hour, please accumulate it to the approximate pre-tax annual salary.

8 Obligation and signature of the applicant

The application has to be signed and submitted together with a copy of the family pass or copies of the relevant official documents (birth certificates, foreigner residence permits).

- Only one allowance can be claimed per child, even if both parents are employed.
- You hereby confirm that you will voluntarily report all changes to the current circumstances to the SVA Zürich, Röntgenstrasse 17, 8087 Zürich, immediately. You make yourself liable to prosecution if you submit false declarations or if you conceal data.

Contact for further enquiries

- For further enquiries on the data above, the SVA Zürich usually refers to the HR department of your company. If you do not declare a contact person, we assume that you agree with this proceeding.

Place and date

Signature

Attachments

Further proceedings

- The completely filled-in form, including the attachments, shall be sent to the following address:

SVA Zürich
Familienausgleichskasse
Postfach
8087 Zürich

You will find further information on the internet:
www.svazurich.ch (leaflet **Familienzulagen für Arbeitnehmende**).