





### To be completed by the employer

Please provide information on the last salary subject to AHV contributions paid to the employee before the birth, independent of the impact of the pregnancy or the birth on the salary payments.

Fixed monthly salary subject to AHV contributions CHF: \_\_\_\_\_  x12  x13

Enclosure: Copies of last 12 salary statements before the birth or copy of the wage book

Other payments subject to AHV contributions (e.g. bonus, commission, 13<sup>th</sup> monthly salary, tips etc.):

CHF: \_\_\_\_\_ per  hour  month  4 weeks  year

Duration of employment relationship: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

Does this qualify as income from work while registered as unemployed?  Yes  No

Is the employee subject to tax at source?  Yes  No

Were any daily sickness or accident benefits paid to the employee during the period of 9 months before the birth?  Yes  No

If yes, from: \_\_\_\_\_ to: \_\_\_\_\_

Enclosure: Copies of daily benefit statements

### Information on the employer

Settlement number:

Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### To be completed by the employer and the mother

#### Payment of maternity allowance

Note: The maternity allowance is a salary replacement benefit subject to all social insurance deductions **except the accident insurance premium**. If it is paid directly to the mother, the compensation fund deducts the AHV/IV/EO/ALV contributions as well as the tax at source, if applicable. The employer remains responsible for the other contributions, e.g. BVG or daily sickness benefits insurance. We would advise that the allowance be paid to the employer if the mother's employment contract is still in force to ensure that none of these contributions is forgotten.

The maternity allowance should be paid to:

The employer (payment or credit on the next contribution invoice)

The mother (directly to the following bank or post office account)

Account holder: \_\_\_\_\_

Name, Address of the bank or post office: \_\_\_\_\_

IBAN-Number:

### Signatures

Note: The maternity allowance is only paid for the period after the birth during which the mother is not working, but at the longest for 14 weeks. If the mother starts working again before the end of this 14-week period, her entitlement to a maternity allowance lapses immediately. The mother and her employer, if any, undertake to inform the compensation fund without delay if she starts working again before the end of the 14-week period. Allowances paid out without justification must be repaid. Intentional failure to report a return to work may result in penalties.

The undersigned persons take note of the above provisions and confirm the accuracy of the information provided:

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**Place and date**

**Signature of the mother/her representative**

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**Place and date**

**Signature and stamp of the employer**

Enclosures:

- Copy of the birth certificate issued by the registry office or the family register
- Copies of the residence permits of the employee and her spouse (for foreign citizens)
- Supplementary form (for multiple employers)
- Copy of the latest contribution invoice from the compensation fund (for self-employed mothers)
- Copies of the daily benefit statements since the beginning of the incapacity for work (due to sickness or accident)
- Copies of the last 2 daily benefit statements before the birth (for unemployment with benefits)
- Employer confirmation form (for unemployment without benefits)
- Copies of the salary statements/wage books for 12 months before the birth