

**PERSONAL DATA SHEET FOR FOREIGN STAFF**

<b>FIRST COMMUNICATION</b>	<b>INFORMATION CHANGED ON</b>
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**PERSONAL INFORMATION**

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_

Place of birth (foreign town or country) \_\_\_\_\_ date of birth \_\_\_\_\_

tel. \_\_\_\_\_ e-mail \_\_\_\_\_

Italian fiscal code \_\_\_\_\_

Or, if resident abroad, taxpayer ID number (\*) \_\_\_\_\_

**RESIDENCE**

Address \_\_\_\_\_ town \_\_\_\_\_ postal code \_\_\_\_\_ province \_\_\_\_\_

**DOMICILE (for any communications, if other than residence)**

Address \_\_\_\_\_ town \_\_\_\_\_ postal code \_\_\_\_\_ province \_\_\_\_\_

Nationality \_\_\_\_\_

\*indicate the taxpayer identification number issued by the Tax Authority of the country of residence or, if unavailable, an identification number issued by an administrative authority of the country of residence.

**DOUBLE TAXATION**

- I, the undersigned, declare that I avail myself of the Double Taxation Agreement with Italy (please attach documents proving eligibility to use the benefits of the Double Taxation Agreement, i.e. copy of Double Taxation Agreement and required documents)
- I, the undersigned, declare that I do not avail myself of the Double Taxation Agreement with Italy.

**DECLARATION OF SOCIAL SECURITY CONTRIBUTION STATUS**

I hereby declare under my own responsibility that I am:

1. subject to the social security scheme as per article 2, paragraph 26 et seqq. of Law 335/95 – Separate social security management for self-employed workers:
  - Full contribution rate (no international social security agreement or not registered with other forms of mandatory social security)
  - Reduced contribution rate (if under a social security agreement, please specify simultaneous registration with mandatory social security: employees - self-employed - other: \_\_\_\_\_)

I agree to notify the University if I have reached the maximum annual contribution.

2. For casual employment (*prestazione occasionale*):
  - Not subject to the social security scheme as per the above points due to casual employment;
  - Subject to the social security scheme as per article 2, paragraph 26 et seqq. of Law 335/95 even if casually employed due to having already earned a total amount from such employment of more than 5,000.00 euros for the current year.  
If you exceed the amount of 5,000.00 euros while working for the University, please state the amount already earned from other casual employment: \_\_\_\_\_ euros (fill in point 1 of this form).  
*NOTE: income from employer-coordinated freelance work (collaborazione coordinata e continuativa), project contracts (contratti a progetto) and full-time employment is not taken into consideration for calculating the amount of 5,000.00 euros.*

**METHOD OF PAYMENT**

IBAN

\_\_\_\_\_

BIC/SWIFT code (mandatory for foreign bank accounts)

\_\_\_\_\_

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

Bank name and branch number \_\_\_\_\_

Bank address \_\_\_\_\_

Date \_\_\_\_\_ SIGNATURE \_\_\_\_\_