



## Taxation

If you are in Germany on the basis of an employment contract with the university of Würzburg, the amount of taxes you have to pay and in which country you have to pay your taxes depends on the category of your contract, your country of origin and your personal circumstances.

### **In some cases you may be exempt from tax:**

Your income may be non-assessable if you are funded by a **fellowship**. Ask the funding agency about the matter and also find out if the fellowship might be subject to tax in your home-country.

Euraxess provides a list of preconditions for tax exemptions on fellowships in Germany:

[http://www.euraxess.de/portal/tax\\_exemption\\_on\\_fellowships\\_in.html](http://www.euraxess.de/portal/tax_exemption_on_fellowships_in.html)

### **Payroll tax (paid employment)**

If you come to Germany to take up paid employment at our university for a time period of more than six months, you are normally liable to taxation in Germany (on your globally earned income and assets). However, there are several exemptions depending on the type of employment, the length of your stay and the agreements between your country and Germany concerning taxation.

Thus, we advise you to check the details of the double-taxation agreement between your country and Germany.

Double-taxation agreements limit or determine the right to taxation to prevent you from being taxed in two countries. To see the details concerning the double-taxation agreement valid for your country of origin, please, see the webpage of the Federal Ministry of Finance:

<http://www.bundesfinanzministerium.de/Content/DE/Standardartikel/Themen/Steuern/International-ales Steuerrecht/Staatenbezogene Informationen/doppelbesteuerungsabkommen.html#a>

Since the documents and details of the agreements with all countries are only available in German here, it might be an option to have a look at the webpage of your own federal ministry.

A particularity of the German system is the **church tax ("Kirchensteuer")** which is also directly deducted from your wages if you are a member of one of the large churches. In Bavaria roughly 8 % of the income tax is collected for the Churches (mainly the Roman Catholic as well as the German Evangelical Church). You are asked to provide information on your membership in one of the Churches when you register at the citizens' registration office ("Bürgerbüro").

### **More information**

**On key data concerning German taxes, please, see the fact sheet and information provided by the Federal Finance Office**

[http://www.steuerliches-info-cen-ter.de/EN/SteuerrechtFuerInvestoren/Allgemeine Informationen/DieWichtigstenSteuernAufEinenBlick/dieWichtigstenSteuern\\_node.html](http://www.steuerliches-info-cen-ter.de/EN/SteuerrechtFuerInvestoren/Allgemeine%20Informationen/DieWichtigstenSteuernAufEinenBlick/dieWichtigstenSteuern_node.html)

**For more information on taxation in Germany, consult the Euraxess webpage:**

[http://www.euraxess.de/portal/taxation\\_in.html](http://www.euraxess.de/portal/taxation_in.html)

**Here, you can also find answers to important FAQs concerning the German taxation system:**

<http://www.euraxess.de/portal/1282882.html>

### **Tax payment and refund**

In Germany, we have a so-called "wage-tax" system (Lohnsteuer). This means that the tax due is directly deducted from your salary by your employer and remitted to the authorities.

After your arrival and your registration with the citizens' registration office ("Bürgerbüro") you receive a tax identification number ("Steuerliche Identifikationsnr. IdNr"). Then you forward this number to the Bavarian State Office for Finance, which is responsible for allocating you to a special taxation group and transferring your wages to your account, when you are a civil servant. On the basis of this tax identification number you can also state your personal circumstances (e.g. spouse, children) which might entitle you to pay less tax.

At the end of each year you can apply for an adjustment of your income tax (“Lohnsteuerjahresausgleich”) and may get a tax refund or a demand for payment of tax arrears.

To find the local tax office, you can use the search engine of the Federal Office for Taxation:

<http://gemfa.bfinv.de/gemfai.exe>

## Local tax office

If you are living in Würzburg, you can visit the service center of the local tax office (“Finanzamt”) to receive all necessary documents and get advice:

### Address and opening hours:

Würzburg, Ludwigstraße 25

Monday till Wednesday	7:30 am – 3 pm
Thursday	7:30 am – 5 pm
Friday	7:30 am – 12 pm

**Phone number:** 0931 3870

### The basic procedure after your arrival is as follows:

1. For your employment contract you fill in all necessary forms that are needed to provide information on your personal circumstances. Your documents also contain some forms used to provide information for the Bavarian State Office for Finance (“Bayrisches Landesamt für Finanzen”) which calculates your tax rate and possible tax deductions (e.g. family tax relief if you have children).
2. The human resources department of Julius-Maximilians-University forwards your details to the Bavarian State Office for Finance, which is responsible for the payment of your wages.
3. You register at the Citizens’ Registration Office (“Bürgerbüro”) and state your new address and further details (e.g. concerning your religious affiliation that is

needed to decide whether you are subject to church tax).

4. Some weeks after registration at the "Bürgerbüro" you get your tax identification number. This number is assigned to you on the basis of your personal details. You need it every time you deal with the Bavarian State Office for Finance to adjust your tax rate in case of any changes (e.g. wedding).
5. With your first wage you get a tax assessment notice. Please, check all the details and report to the Bavarian State Office for Finance if the assessment features any mistakes.
6. At the end of each calendar year you hand in your tax declaration (in written or electronic form via *ELSTER Online*) and may get a tax return. The local tax office also gives you a tax number ("Steuernummer") which is, however, only used in contact with the office. Your tax number may change when you migrate within the country, whereas your tax identification number ("Steueridentifikationsnummer"), is always valid and is connected to all personal details, necessary for the collection of taxes.

**Disclaimer:** Please, note that information provided by the University of Würzburg is not complete or legally binding and cannot replace a consultation of experts in the field. We compiled this manual with care but do not assume liability for its content and cannot keep it up-to-date in every detail. The information given is of quite general nature and does not cover the peculiarities of individual cases. Please, ask the local tax office for advice if you have any further questions.

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