

Information Regarding Applications for Transfers of Contributions to Employer-Sponsored Savings Plans for Specific Purposes (Vermögenswirksame Leistungen)

General information:

If you present a savings contract (*Sparvertrag*) or proof of a deposit or investment (i.e., a savings contract for construction purposes (*Bausparvertrag*) or securities savings contract (*Wertpapiersparvertrag*)), Freie Universität Berlin will grant you an allowance in the amount of €6.65 for full-time employees. The deposit to the employer-sponsored savings plan in question will be transferred directly to the deposit or investment account you have indicated.

Please enclose a copy of your contract, or a certificate for the employer that has been prepared by the institution holding your deposit or investment, with your application. Please also be sure to submit the documents to your personnel office at least six weeks before the first transfer date.

For more information and advice on the various types of deposit and investment and on entering into a contract, please contact the institutions and companies that offer deposit and investment options of this kind (including Sparkasse savings banks, banks, and insurance companies).

① Type of application

If you wish to modify an existing contract, please enter only the information that has changed (e.g., changed bank account or contract number).

If you are canceling a contract, please enter, under **A**, **B** or **C**, in which month the final transfer is to take place. If the final transfer date has not yet been determined at the time at which the contract is entered into, please notify your personnel office of the termination of the agreement as soon as you know the time in question.

② Information on the amount and composition of the transfers

The monetary payments you would like to deposit in employer-sponsored savings plans for specific purposes may consist of:

- the **employer's contribution**, and/or
- portions of your salary (**employee's contribution**).

The employer's contribution is paid monthly, one time only. If you would like to enter into two contracts, for example, you are free to decide which of these contracts will receive the transfer of the employer's contribution. Splitting the employer's contribution between different contracts is not possible.

In addition to the employer's contribution, the employee's contribution can be transferred to a specific contract in an amount you determine. Independent of the employer's contribution, you can, however, make an employee contribution for one or more contracts.

There are thus the following application options:

Option A

If you wish to deposit only the employer's contribution in the amount of €6.65 maximum, without making an employee contribution, please check Option A and enter the month in which the first transfer is to take place.

Option B

If you wish to make an employee contribution to a contract (or an additional contract) without being eligible for an employer contribution, please indicate the amount of the deposit and the date of the first transfer under Option B. Please also check whether the contributions are to be made monthly, quarterly, or annually.

Option C

If the employer contribution is to be transferred to a contract together with an employee contribution, please check Option C and enter not only the date of the first transfer, but also the total amount you would like to deposit.

Example:

The contribution to the employer-sponsored savings plan is €40.00 in total. This means that in addition to the employer's payment of €6.65, your employee contribution is €33.35.

③ Deposits and investments for purposes of residential construction or to pay a debt with regard to residential property

As a basic principle, contributions to employer-sponsored savings plans are transferred directly to your deposit or investment contract. The following exception applies: In the case of deposits or investments made for purposes of residential construction (including, for example, purchases of land for construction purposes, purchases of residential buildings and condominium purchases, as well as for repayment of loans for projects of these types), the contributions can also be transferred to your account at your request.

If this is the case, please submit along with your application a written confirmation from the creditor that the deposit or investment meets the statutory requirements.