

# Employer exit notification in the event of cash payment

Company

Exit date

Exit up to 15th day of the month: End of the previous month / Exit after the 16th day of the month: End of the month

Surname

First name

Street, no.

Postcode/City/Country

Date of birth

AHV/AVS number

Civil status

single

married

divorced

registered partnership

dissolved partnership

widowed

Does the insured person have full capacity to work?

Yes

No

➔ Degree of incapacity to work

%

Has the incapacity lasted, or is it expected to last, **longer than 90 days**?

yes

no

➔ If yes: please also complete the "Notification of incapacity to work" form and send it to us.

While the insured person does not have the capacity to work and the occupational pension scheme is assessing its duty to pay benefits, the exit cannot be processed in full.

Was the insured person previously subject to withholding tax?

yes

no

Is the employee's exit due to economic reasons?

yes

no

➔ If yes: does this relate to a reduction in the workforce or a restructure that may result in a partial liquidation of the pension fund?

yes

no

Place, date

Employer's stamp and signature

# Employee exit notification in the event of cash payment

## 1. Insured person

Company

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Exit date

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Surname

First name

---

Street, no.

---

Postcode/City/Country

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Date of birth

AHV/AVS number

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Tel. no.

E-mail

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Civil status

single

married

divorced

registered partnership

dissolved partnership

widowed

Date of marriage/registered partnership

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Capacity to work

Did you have full capacity to work at the date of exit?

yes

no

## 2. Reasons and payment address(es) for the cash payment

Please refer to the enclosed information leaflet "Cash payment of your exit benefit and insurance cover".

A cash payment is only possible in the following five cases:

- because of a permanent relocation from Switzerland to a country **within the EU/EFTA**
- because of a permanent relocation from Switzerland to a country **outside of the EU/EFTA**
- cross-border commuters: ceasing employment in Switzerland
- for minor reasons
- because of starting self-employment

Surname

First name

AHV/AVS number

**I am leaving Switzerland permanently and relocating to the following country within the EU/EFTA:**

- ➔ Please include your certificate of departure from the commune and certificate of arrival from the foreign place of residence.

**Cross-border commuter: I am permanently ceasing employment in Switzerland.**

- ➔ Please include confirmation of your place of residence, a copy of your new employment contract or confirmation of unemployment benefits, and official confirmation that you have returned your cross-border commuter permit.

When relocating permanently to an EU/EFTA country or, for cross-border commuters, when ceasing employment in Switzerland, the following applies:

The **non-mandatory part of the exit benefit can be paid to your personal account in cash.**

The **mandatory part of the exit benefit must be transferred to a vested benefits account** until it has been confirmed whether you are subject to mandatory insurance in your new place of residence. This confirmation may take several months.

If you have any questions, please contact:

LOB Guarantee Fund, P.O. Box 1023, CH-3000 Bern, Tel +41 31 380 79 71, [www.sfbvg.ch](http://www.sfbvg.ch)

If you are not subject to mandatory insurance in the EU/EFTA country to which you are relocating, you can also have the mandatory part paid to your personal account.

**Have you made voluntary purchases in the occupational pension scheme in the last three years?**

yes

no

**Non-mandatory part: payment address for your personal account**

for cash payments in **Switzerland**

Bank name and address

IBAN

for cash payments **abroad**

Bank name and address

IBAN/SWIFT

**Mandatory part: payment address of the vested benefits account or vested benefits policy**

vested benefits account or vested benefits policy

Name of the vested benefits scheme

Bank

IBAN

- ➔ Please include a pay-in slip and confirmation of account opening from the vested benefits

Vested benefits account with the Vested Benefits Foundation of UBS AG (opened for you by Valitas)

Surname

First name

AHV/AVS number

I am leaving **Switzerland** permanently and am relocating to the following country outside of the **EU/EFTA**:

➔ Please include your certificate of departure from the commune and certificate of arrival from the foreign place of residence.

The full exit benefit will be paid in cash.

**Have you made voluntary purchases in the occupational pension scheme in the last three years?**

yes          no

**payment address for your personal account**

for cash payments in **Switzerland**

Bank name and address

IBAN

for cash payments **abroad**

Bank name and address

IBAN/SWIFT

**Minor reason: the exit benefit amount is less than one annual employee contribution.**

The exit benefit will be paid in cash.

**Have you made voluntary purchases in the occupational pension scheme in the last three years?**

yes          no

**payment address for your personal account**

for cash payments in **Switzerland**

Bank name and address

IBAN

for cash payments **abroad**

Bank name and address

IBAN/SWIFT

Surname

First name

AHV/AVS number

**Starting self-employment as a main occupation in Switzerland or Liechtenstein.**

- ➔ **The form “Additional declaration for starting self-employment” must be completed and included.**
- ➔ **Please include confirmation from the OASI office regarding starting self-employment.**

Have you made voluntary purchases in the occupational pension scheme in the last three years?

yes      no

### 3. Tax obligation self-declaration

As of exit date

I am obliged to pay tax:

in Switzerland

in the following country

I undertake to inform the occupational pension scheme immediately should the location of my tax obligation change before my exit date.

Surname

First name

AHV/AVS number

#### 4. Required documents and signature(s)

The documents may be **no more than three months old**.

If you are **married or in a registered partnership**:

- an officially verified or notarial certified signature from your spouse or registered partner
- family booklet

For **unmarried persons**

- civil status certificate

Required documents **when permanently relocating from Switzerland**:

- certificate of departure from the commune
- certificate of arrival from the foreign place of residence

**Cross-border commuters** who are permanently ceasing employment in Switzerland:

- confirmation of place of residence
- copy of new employment contract or confirmation of unemployment benefits
- official confirmation that you have returned your cross-border commuter permit

For cash payments when **starting self-employment** as a main occupation in Switzerland or Liechtenstein:

- our form "Additional declaration for starting self-employment"
- confirmation from the OASI office regarding starting self-employment

Place, date

Employee's signature

Place, date

Officially verified or notarial certified signature from your spouse or registered partner\*

**\*The notarial certification or official verification must be made on this form and may be no more than three months old!**

# Information leaflet – Cash payment of your exit benefits and insurance protection

## Cash payment of the exit benefit because of permanent relocation from Switzerland to a location within the EU/EFTA

You are leaving Switzerland permanently and will be relocating to a country within the EU/EFTA.

The non-mandatory part of the exit benefit can be paid to your personal account in cash.

The mandatory part of the exit benefit must be transferred to a vested benefits account until it has been confirmed whether you are subject to mandatory insurance in your new place of residence. This confirmation may take several months.

If you are not subject to mandatory insurance in your new place of residence, the mandatory part can also be paid to your personal account in cash.

To verify that you are not subject to mandatory insurance in your new place of residence in the EU/EFTA, please contact:

**LOB Guarantee Fund, P.O. Box 1023, CH-3000 Bern, Tel +41 31 380 79 71, [www.sfbvg.ch](http://www.sfbvg.ch)**

Once you have this verification from the LOB Guarantee Fund, you may request payment of the mandatory part of the exit benefit from the vested benefits foundation.

### You have the following two options for opening a vested benefits account:

#### 1. Opening a vested benefits account with a Swiss bank of your choice

You can open a vested benefits account with a Swiss bank of your choice. To enable us to transfer your exit benefit to this account, we require confirmation that you have opened an account from the bank and a pay-in slip.

#### 2. Opening a vested benefits account with the Vested Benefits Foundation of UBS AG through Valitas

No time to open a vested benefits account yourself? We can transfer your exit benefit directly to our partner foundation, the Vested Benefits Foundation of UBS AG in Basel. We do not require any further documentation to do this.

Vested Benefits Foundation of UBS AG  
P.O. Box  
CH-4002 Basel  
Tel. +41 (0)61 226 75 75  
[www.ubs.com/vb](http://www.ubs.com/vb)  
[www.ubs.com/retirement](http://www.ubs.com/retirement)

## **If you are a cross-border commuter who is permanently ceasing employment in Switzerland**

If you are moving abroad or already live outside of Switzerland but will continue to work in Switzerland, you are not considered to have relocated out of Switzerland. Your exit benefit cannot be paid in cash.

The **non-mandatory part of the exit benefit** can be paid in cash if you, as a cross-border commuter, cease employment in Switzerland. In this case, we require:

- confirmation of place of residence
- copy of your new employment contract or, if you are unemployed, confirmation that you are receiving unemployment benefits
- or official confirmation that you have returned your cross-border commuter permit.

The **mandatory part of the exit benefit** must be transferred to a vested benefits account until it has been confirmed whether you are subject to mandatory insurance in your place of residence. You can find further information in the previous section, "Cash payment of the exit benefit as a consequence of permanent relocation from Switzerland to a location within the EU/EFTA".

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## **Cash payment of the exit benefit because of permanent relocation from Switzerland to a location outside of the EU/EFTA**

You are leaving Switzerland permanently and will be relocating to a country **outside** of the EU/EFTA.

You can have the full exit benefit, i.e. the mandatory and non-mandatory parts, paid in cash to your personal account.

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## **Cash payment because of starting self-employment as a main occupation**

➔ **You must also complete and submit the form "Additional declaration for starting self-employment".**

If you are starting self-employment as your main occupation, you can have the exit benefit paid to you in cash **within one year** of starting self-employment. Later payment is not permitted.

The occupational pension scheme is obliged to determine whether your self-employment is a main or secondary occupation. It may not rely on confirmation from the OASI office to do this.

If you would like to continue your pension coverage on a voluntary basis as a self-employed person, you can contact the occupational pension scheme for your professional association. Alternatively, there is the option of the Substitute Occupational Benefit Institution LOB. This can maintain your pension coverage under its mandatory benefit coverage. You can find further information at [www.aeis.ch](http://www.aeis.ch).

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## **End of pension coverage following your exit**

Your pension coverage ends on the day you leave the occupational pension scheme (always the end of the month). If you do not join another occupational pension scheme, your pension coverage for the risks of death and disability shall remain in place for a maximum of one month. If a claim arises during this time (death or disability), cash payment will no longer be possible.

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## **Voluntary purchases within the last three years**

If you have made voluntary purchases in the occupational pension scheme, the purchase sum for the last three years (including interest) cannot be paid in cash. The purchase sum shall be transferred to a vested benefits scheme and will only become available in cash after a three-year vesting period.

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## **Taxation of a cash payment**

### **If residing and subject to tax in Switzerland**

We are obliged to report the cash payment to the Swiss Federal Tax Administration in Bern.

### **If residing abroad or residing in Switzerland and subject to tax abroad**

The cash payment is subject to withholding tax. The amount depends on the rate set by the canton in which the occupational pension scheme is headquartered.