

**A) STATEMENT OF PERSONAL DETAILS**

(PURSUANT TO ARTICLE 46 OF PRESIDENTIAL DECREE NO. 445 OF 28/12/2000)

Surname and name \_\_\_\_\_  
 Born in \_\_\_\_\_ on \_\_\_\_\_  
 Resident in \_\_\_\_\_ Street and number \_\_\_\_\_ Postal code \_\_\_\_\_  
 Province \_\_\_\_\_ Tel. no. \_\_\_\_\_ e-mail \_\_\_\_\_  
 Tax code \_\_\_\_\_ VAT no. \_\_\_\_\_

**Payment method:**  
 Bank transfer  Cashier collection

IBAN														
IT	COD	CIN	Bank	Branch	Current Account									

**B) TAX AND CONTRIBUTION DECLARATION**

I, the undersigned, hereby also **declare**:

**1. For work by VAT registered professionals (\*):**

- I shall perform the assigned task using the expertise inherent to my profession
- I am registered in the relevant professional social security fund, with the obligation to pay contributions
- of \_\_\_\_\_ indicate tax regime \_\_\_\_\_

**2. For work done on continuous and coordinated or occasional services basis**

- I am employed at a **public entity (\*\*)** / private company  
 If you are a **public employee**, please specify:  
 Entity name \_\_\_\_\_  
 Entity Address \_\_\_\_\_
- I am **enrolled** in the \_\_\_\_\_ **mandatory social security fund / entity**
- I have registered for INPS in the separate management regime (Law 395/95) at \_\_\_\_\_
- I have been awarded a *scholarship/doctorate/research grant* from \_\_\_\_\_
- I am **retired** under the \_\_\_\_\_ **social security fund**
- I do not have to make social security contributions (INPS) because I **have exceeded/will exceed** the maximum amount for contributions in the separate management regime of **€100,324.00**

**I further request:**

- Application of the **IRPEF (personal income withholding tax) marginal rate** of \_\_\_\_\_ % (\*\*\*)
- Application of the **tax allowances/fiscal bonus** for employee income or income treated as such from **01/01/2016 to 31/12/2016**
- Application of the **tax allowances for dependent family members** (request and fill in the specific form)
- For **people resident for tax purposes abroad**, the application of the convention avoiding double taxation between Italy and the country of residence (request and fill in the specific form) (\*\*\*\*)

Date \_\_\_\_\_

SIGNED \_\_\_\_\_

*The personal details provided above shall be processed in accordance with the means and limits established by the Privacy Code (Leg. Decree 196/2003)*

**Any changes in the aforementioned information must be promptly notified to the University of Bicocca's Self-Employment Office (Ufficio Lavoro Autonomo - lavoroautonomo@unimib.it).**

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**NOTES FOR FILLING IN THE FORM:**

(\*) From **31/03/2015**, the university can only accept and/or pay **electronic invoices** (non-electronic invoices and pro-forma invoices shall be returned to the sender).

(\*\*) Those people who are **employees of a public entity or administration** must include the authorisation issued by the entity/administration they work for granting them permission to work for the University of Bicocca, in accordance with Article 53 of Leg. Decree 165/2001.

**NB. Contract teaching staff who provided the aforementioned authorisation when applying for or signing a contract do not need to provide it again.**

(\*\*\*) Only necessary, if one is seeking the application of a tax rate above 23% (first tax bracket).

(\*\*\*\*) Those people who are resident for tax purposes abroad and are seeking the application of a convention to avoid double taxation must include the **declaration/certification on the specific form from the Italian Revenue Service (Agenzia delle Entrate), duly certified by the financial authorities in the foreign country of residence.**

If the application of the convention is not requested, the amounts received shall be subject to withholding tax of 30%.

