Information:
041 819 04 25
fak@sva-sz.ch
www.sva-sz.ch

SVA SCHWYZ

Application for family allowances

SVA Schwyz
Postfach
6431 Schwyz

☐ Employee
☐ Self-employed person
☐ Not gainfully employed person

For difference allowances, please use the appropriate form.

☐ Application for unique birth allowance

1 Employer

Name / company _____ Account no. _____
Address _____ Contact person _____
Post Box _____ Phone _____
ZIP / city _____ E-mail _____

2 Applicant

☐ female ☐ male Insurance no. 7 5 6 . . . .

Surname _____ Civil status: since _____
First name _____ ☐ single ☐ married ☐ registered civil partnership
Address _____ ☐ widowed ☐ separated ☐ divorced
ZIP / city _____ Date of birth _____
Resident in municipality since _____ Main job _____
Phone _____ E-mail _____
Nationality _____ Foreigners: Date of entry _____
Permit for stay ☐ B ☐ C ☐ Ci ☐ G ☐ L ☐ F ☐ N ☐ S

Were you already working before this application?
☐ yes (name / address employer): _____
☐ no, because (reason): _____
Date as of when you are claiming for family allowances? _____
Were family allowances already been received so far? ☐ yes ☐ no
If yes, who has been receiving family allowances? _____
Until when the family allowances were received? _____

3a Legitimate children (for children listed here, please go directly to paragraph 6)

Surname / first name	Date of birth	Ongoing education*	Where does the child live?**	
			CH: Canton	Foreign country
1.		☐ yes ☐ no		
2.		☐ yes ☐ no		
3.		☐ yes ☐ no		
4.		☐ yes ☐ no		
5.		☐ yes ☐ no		

* Children after completion of their 16th year, who are in training, a confirmation (indenture, school confirmation, enrolment receipt) must be included. You are not eligible for family allowances, if the child's income exceeds 30'240 a year.
** For children who are living abroad, please state their country of residence (in addition, fill in paragraph 6).

3b ☐ Children of unmarried, separated, divorced parents ☐ Stepchildren ☐ Foster children ☐ Siblings ☐ Grandchildren

(for children listed here, please fill in paragraph 4)

Surname / first name	Date of birth	Ongoing education*	Where does the child live?** CH: Canton	Foreign country
1.		☐ yes ☐ no		
2.		☐ yes ☐ no		
3.		☐ yes ☐ no		
4.		☐ yes ☐ no		
5.		☐ yes ☐ no		

* Children after completion of their 16th year, who are in training, a confirmation must be included (indenture, school confirmation, enrolment receipt). You are not eligible for family allowances if the child's income exceeds 30'240 a year

** For children who are living abroad, please state their country of residence (in addition, fill in paragraph 6).

4 Children of unmarried, separated, divorced parents

Particulars	**biological mother**	**biological father**
Surname / first name		
Address		
ZIP / city		
Incurance no.	7 5 6	7 5 6 . . . .
Date of birth		
Currant civil status		

Who is taking care of the children by court judgement? _____

Does the other parent pay alimony? ☐ yes ☐ no

Where do the children live (name / address / city)? _____

Employer	**biological mother**	**biological father**
name / company / city		
Employed since	____% workload	____% workload
Is he / she receiving family allowances?	☐ yes ☐ no	☐ yes ☐ no

Unmarried parents, please include a acknowledgment of paternity and a alimony contract.
Divorced or separated parents, please include a divorce decree or a separation ruling.

5 Foster children, siblings, grandchildren

Particulars	**biological mother**	**biological father**
Surname / first name		
Address		
ZIP / city		
Insurance no.	7 5 6	7 5 6 . . . .
Date of birth		
Currant civil status		
Are the biological parents working?	☐ yes ☐ no	☐ yes ☐ no
Name / company / city		
Employed since	____% workload	____% workload

Are the biological parents also receiving allowances for the children listed at paragraph 3b? ☐ yes ☐ no

Do the children live at the biological parents? ☐ yes ☐ no

Do the children live at the applicant? ☐ yes ☐ no

For foster children: Are they non paid and permanent in your care? ☐ yes ☐ no

For siblings and grandchildren: Do you, as applicant, predominatly pay for the children? ☐ yes ☐ no

Are you receiving payments from a third party (nursing care, orphan's pension etc.)? ☐ yes ☐ no Fr._____

Adresse of the paying agent _____

Does the child have a legal adviser or a guardian? ☐ yes ☐ no

If so, address of the legal adviser or the guardian _____

For foster children, siblings and grandchildren, please include the official maintenance agreement.

6 Children living abroad

If the child, a parent, spouse, foster-parent or stepparent is living abroad, a confirmation of the children's residence must be submitted along with the family documents and a confirmation of child's residence. Please note that if the children reside in an EU/EFTA country, we will need to make an inquiry with the foreign authority. This may result in a longer processing time.

Does a parent, spouse, foster-parent or stepparent live abroad? ☐ yes ☐ no

Ist this parent working abroad? ☐ yes ☐ no

If so, employer's address _____

If no, current status (houswife, unemployed, ill, invalidity etc.) _____

Are there already some family allowances receiving by foreign legislation? ☐ yes ☐ no

Remarks: _____

7 Information on claim reviews and income

a) If both parents are employed in the child's residence canton, the person with the higher AVS-compulsory salary is eligible to claim allowances.

b) If you are part-time employed by several employers, the family allowances are paid by the employer by which the highest AVS-compulsory salary is paid.

c) If you are self-employed, it is the AVS-compulsory income which is required to calculate a claim. If you are not gainfully employed, the taxable income is required.

Therefore we need information from both parents:

	Applicant	Other parent Surname …… First Name …… Ins.no. 756. __ __ __ __ . __ __ __ __ . __ __
☐ employed canton:	.....	.....
employer:	.....	.....
AVS-compulsory salary:	Fr.	Fr. .....
☐ self-employed: canton:	.....	.....
income:	Fr.	Fr. .....
☐ self-employed in the agricultural sector: canton:	.....	.....
income:	Fr.	Fr. .....
☐ unemployed: canton:	.....	.....
paying agent:	.....	.....
☐ not gainfully employed canton:	.....	.....
taxable income (direct federal taxation):	Fr.	Fr. .....
☐ houswife / house husband canton:	.....	.....

Do you have to forward the allowances to a person or a public office? ☐ yes ☐ no

If so, which one? (please attach declaration of assignment) _____

8 Remarks

_____

_____

_____

9 Confirmation of the applicant

The undersigned person certifies that all the information given in this application is true and complete and notes, that

- only one allowance can be received for one child,
- in case of negligence or abuse, the family allowances compensation office is able to take legal action,
- allowances paid on the basis of false information or concealment of facts will have to be returned and
- if there are changes which could influence the entitlement to allowances (eg. change of civil status, number of children and their place of residence, terms of employment), the family allowances compesation office has to be informed immediately.

_____ _____

Date and place Applicant's signature

10 Confirmation of the applicant's employer

The employee is employed in our company since (day / month / year): _____

The employment contract is ☐ unlimited ☐ limited in time until _____

The working relationship is

☐ full time ☐ part-time _____% workload

The AVS-compulsory annual salary is higher than Fr. 7'560 ☐ yes ☐ no

Remarks: _____

The undersigned employer certifies that all the information given in this application is true and complete. The undersigned employer does take notice that in case of negligence or abuse, the family allowance compensation office is able to take legal action.

_____ _____

Date and Place Employer's signature

11 Enclosers (as copies and in german)

☐ For children, older than 16: training confirmation (eg. school confirmation, apprenticeship confirmation, enrolment receipt etc.).
☐ For children with an income higher than **Fr. 30'240** per year: salary statement, account of daily allowances as well as daily allowances for sickness and insurance.
☐ For children of foreign nationals residing in Switzerland: family documents (family book / birth certificate), permit for stay or identity card.
☐ For children, parents, spouses, foster-parents or stepparents living abroad: children's birth certificates, family documents, confirmation of residence, confirmation of alimony (if parents are divorced or separated).
☐ For children of unmarried parents: acknowledgment of paternity, agreement on joint parental custody.
☐ For children of separated living parents: separation ruling.
☐ For children of divorced parents: divorce decree.
☐ For children in foster families: officially certified maintenance agreement or other confirmation of care ratio.
☐ Not gainfully employed people: latest tax declaration.