

Register for **quitt Comfort** or **quitt Premium**: This is how it works

You can sign up for the **quitt Comfort** or **quitt Premium** at several locations on our homepage, for example under «Prices». All applicable fees and insurance conditions are explained again, before you complete your binding registration. This document contains a detailed description of the registration process, which should enable you to prepare all the required documentation beforehand.

Step 1: **Register as employer**

First of all you register as employer. Here you need the following:

- Your date of birth
- Address and email address
- Selection of a password
- Your social security number (optional)
- If you are already registered as employer: name of the compensation fund, previous account numbers and type
- Tax deducted at source yes/no ¹
- Do you want accident insurance yes/no
- Do you want sickness allowance insurance yes/no ²
- Voucher code, if available

Afterwards you will receive an email from us, which you must please confirm. You will be redirected to your user area *My quitt*.

Step 2: **Add employees**

Please, register now the employee that you want to insure through **quitt.ch**. In this context, you will be asked:

- If your employee is *already registered with quitt*:
 - quitt ID (customer number)
- If your employee is *not registered with quitt*:
 - Name and address
 - Telephone number
 - Date of birth
 - Desired correspondence language
 - The 13-digit social security number ³
- If you chose sickness allowance insurance in step 1, please answer the following questions about the employee's health:
 - Is the employee currently fully able to work?
 - Does the employee suffer from any chronic diseases or does he draw IV benefits?
 - In the last 12 months was the employee unable to work for longer than 30 days?
 - Select type of wage payment: self or via **quitt.ch** ⁴

Step 3: **Enter employment relationship**

This step describes the employment relationship between you and the registered employee. You indicate:

- Type of work (home care, child care, etc.)
- Detailed work description: exactly what should be performed within the framework of this employment relationship. Your statements will be included in the employment contract that we will make available to you.
- Type of deduction: Hourly wage or monthly salary

- Frequency and rhythm of work
- Accounting of hours: automatic or manual ⁵
- Number of hours per work week
- Beginning of employment relationship
- Is this a temporary or permanent employment relationship?
- Wage

Subsequently, you will be able to review the information entered in a preview. If everything is correct, you can download the employment contract and then confirm the employment relationship.

Step 4: **Top up your account**

Please pay the subscription fee by topping up your prepaid quitt account. You can do this either by online banking or you can order your credit slips on your *My quitt* section.

Please make sure that you top up your quitt account with enough credit in order to pay for the costs. You can check these costs in your current employment relationships on *My quitt*.

Should there not be enough credit available, you will receive an email from quitt.ch.

Step 5: **Sign agreement**

After your registration as employer we will create a contractual agreement, which we will send to you by mail. Please sign it and send it back to us in the enclosed envelope. Hereby you authorise us to perform all notifications and deductions on your behalf at the compensation and insurance funds.

Call it quitt.ch!

Now you can use your My quitt extensively, registering working hours and downloading pay slips.

¹ We generally recommend the fix tax deduction for domestic workers. In this case, 5% taxes is deducted from the employee's salary, regardless of whether he/she is Swiss or not. Then, the income must not be taxed at the end of the year – and for double earners taxes can be saved due to this low percentage. Should you or your employee not want the tax deduction at the source you can specify it during the registration. However, should it be revealed at a later date that at least one employee is in fact subject to withholding tax, we then need to account separately to the cantonal tax office for withholding tax. This is free of charge for Premium customers; in the case of Comfort customers we charge a processing fee of CHF 120.00 per withholding tax-liable employee per year. The fixed source tax cannot be used for workers with a pension fund or frontier workers.

² As employer, starting from 8 hours per week, you are required to a non-occupational accident insurance. An eventual private accident insurance from your employee is not valid. You are free, however, not to hire this insurance through quitt.ch. But it must be guaranteed that you have hired this insurance elsewhere, since it is mandatory by law. Therefore, please inform us of your insurance company, your policy number and the validity of your existing insurance.

³ At this point you should make sure that the name on the social security card matches the name on the passport or ID card. Should your employee not have a social security card, we will need the following information regarding him/her:

- Country of origin
- Marital status
- Type of identity card available (passport, residence permit, driver's license, etc.)

⁴ For wage payments through quitt.ch we will need your employee's IBAN or the postal account number. We can only process wage payments to Swiss accounts.

⁵ For regular employment relationships quitt.ch can account and register the hours automatically. In case of special situations (e.g. holidays or extra hours) you can include corrections within five days of the scheduled work. For that purpose, please select Yes. If you prefer to enter the hours manually every time, please select No.