

**PERSONAL DETAILS AND INFORMATION FOR TAX AND SOCIAL SECURITY PURPOSES FOR COORDINATED AND CONTINUOUS COLLABORATION**

The undersigned \_\_\_\_\_ place of birth \_\_\_\_\_ Prov. \_\_\_\_\_ date of birth \_\_\_\_\_, nationality \_\_\_\_\_

Italian tax identification code 

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 (1),

resident in Italy in the Municipality of \_\_\_\_\_ Prov. \_\_\_\_\_ address \_\_\_\_\_ no. \_\_\_\_\_ Post code \_\_\_\_\_

with domicile for tax purposes on date **1/1/2021** in the Municipality of (*domicile address must be indicated if different from residence address*) (2) \_\_\_\_\_ Prov. \_\_\_\_\_ address \_\_\_\_\_ no. \_\_\_\_\_ postcode \_\_\_\_\_

Ph. \_\_\_\_\_, Mobile Ph. \_\_\_\_\_

Email: \_\_\_\_\_ (\*this information is required to receive CU income declaration)

**FOR RESIDENTS ABROAD**

resident in (*Foreign country of residence and Municipality*) \_\_\_\_\_ address \_\_\_\_\_ no. \_\_\_\_\_ Postcode \_\_\_\_\_

married to \_\_\_\_\_ spouse's place of birth \_\_\_\_\_ spouse's date of birth \_\_\_\_\_ Italian tax identification code

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 (\*this information is required for the issue of the CU income declaration even if the spouse is not dependent)

**HEREBY DECLARES**

upon his/her own responsibility, with regard to the working relationship to be established/ established as self-employed worker on \_\_\_\_\_ with Organisational Unit \_\_\_\_\_;

- NOT having an employment relationship with a Public Administration or private body/company
- HAVING an employment relationship with a private body/company with the maximum remuneration rate of \_\_\_\_\_%
- HAVING an employment relationship with a Public Administration having a: (*tick the appropriate item*)
  - permanent employment relationship
  - fixed term employment relationship from \_\_\_\_\_ to \_\_\_\_\_,
 under the system  full time  part time not exceeding 50% and with the maximum remuneration rate of \_\_\_\_\_%

Employees of Public Administrations should specify, for the purposes of the services registry, the details of their Institutional Affiliation (address, tax identification code, VAT number). You are required to attach a clearance in case of a full time employment or part-time of more than 50%. (3)

Institution \_\_\_\_\_ Address \_\_\_\_\_ tax identification code \_\_\_\_\_ VAT identification number \_\_\_\_\_

Pec (certified email address) of the institution: \_\_\_\_\_ (\*mandatory for the purposes of service registry)

Signature \_\_\_\_\_

**A)** that the required collaboration activity, without any relationship of subordination, is among the institutional tasks included in the dependent employment relationship or in the professional activity usually carried out, and the respective payments are among those referred to in art. 50 lett. c-bis) of D.P.R. no. 917/86 (4);

Signature \_\_\_\_\_

**B.1)** that he/she is required to register for *Gestione Separata* and acknowledges that the University will apply contribution deductions in the measure of 1/3 of the contribution due;

*(tick the appropriate item):*

- INPS referred to in article 2 para. 26 of L. no. 335/95,
- 24.00% inasmuch as the undersigned has a compulsory social security coverage as member of \_\_\_\_\_ at \_\_\_\_\_;
  - 24.00% as he/she is entitled to direct retirement benefits;
  - 33.72% as he/she is registered for INPS *Gestione Separata* and is not entitled to any other compulsory coverage;
  - 34.23% for collaborators entitled to receive *DIS-COLL*);
- INPGI (National Institute of Social Security for Journalists):
- 17.00% inasmuch as the undersigned has a compulsory social security coverage as member of \_\_\_\_\_ at \_\_\_\_\_;
  - 17.00% as he/she is entitled to direct retirement benefits;
  - 28,00% as he/she is registered for INPS *Gestione Separata* and is not entitled to any other compulsory coverage;
- ENPAPI (National Welfare and Assistance Office for members of the caring profession):
- 24.00% inasmuch as the undersigned has a compulsory social security coverage as member of \_\_\_\_\_ at \_\_\_\_\_;
  - 24.00% as he/she is entitled to direct retirement benefits;
  - 33.72% as he/she is registered for ENPAPI *Gestione Separata* and is not entitled to any other compulsory coverage;

Signature \_\_\_\_\_

**(or)**

**B.2)** he/she is not required to register for *INPS Gestione Separata* or *ENPAPI Gestione Separata* or *INPGI Gestione Separata* insomuch as *(tick the appropriate item):*

- contractor is registered for the following compulsory pension scheme \_\_\_\_\_ and undertakes to declare and directly pay the amount due to his own social security institution, releasing the University from the obligation to apply social security deductions;
- contractor who has exceeded the maximum amount for 2021 of yearly taxable income for the *Gestione Separata Inps, Enpapi or Inpgi* of € 103.055,00;

Signature \_\_\_\_\_

**FOR PERSONS RESIDENT ABROAD** who habitually do not have a fixed base in Italy to pursue their activities and are not required to submit the income tax declaration in Italy due to a stay of less than 183 days (184 in case of a leap year):

being subject to withholding tax of 30% on a permanent basis referred to in article 24 c. 1-ter del D.P.R. no.600/73

(or)

not being subject to withholding tax of 30% on a permanent basis referred to in article 24 para. 1-ter of D.P.R. no.600/73, according to the rights found in the International Convention against double taxation between Italy and \_\_\_\_\_ pursuant to Law \_\_\_\_\_; to this end, I enclose the original copy of the **form D of the Italian Revenue Agency (Agenzia delle Entrate) (5)** (provv. no. 2013/84404 of 10/07/2013) certifying my residence for tax purposes released by the tax authority of my country of residence: \_\_\_\_\_

**and in any case to be required to register to the INPS Gestione Separata contribution, according to the Inps dispositions no. 164/2004, no. 90/2009 e no.83/2010, as follows (tick the appropriate items):**

in the measure of 34.23% not being covered by any other form of compulsory social security;

in the reduced measure of 24.00% as an EU citizen subject to a compulsory Social Security system (National Insurance contribution) in the country of residence **as certified in the attached statutory declaration in lieu of affidavit for persons non resident in Italy;**

in the reduced measure of 24.00% as a \_\_\_\_\_ citizen and subject to a compulsory Social Security system (National Insurance contribution) in the country of residence **as certified in the attached statutory declaration in lieu of affidavit for persons non resident in Italy**, as provided for by the International Social Security Convention between Italy and \_\_\_\_\_ referred to in Law \_\_\_\_\_;

Signature \_\_\_\_\_

**C)** to acknowledge that the University will, according to the insurance plan INAIL, pursuant to D.Lgs. no. 38/2000, where provided in relation to the activity carried out, make the deduction due for the supply of emoluments, according to the premium rate applicable to the risk resulting from the activity carried out for each specific category;

Signature \_\_\_\_\_

**D)** to be /not to be (*delete as appropriate*) a coordinated and continuous collaboration contractor with Institutions other than the University of Florence, subject to INAIL contribution, concurrent with the present contract:

1) Institution \_\_\_\_\_ from (date)

\_\_\_\_\_ to (date) \_\_\_\_\_, for a gross amount per recipient of

€ \_\_\_\_\_ of which the amount of € \_\_\_\_\_ has been already received;

2) Institution \_\_\_\_\_ from (date)

\_\_\_\_\_ to (date) \_\_\_\_\_, for a gross amount per recipient of

€ \_\_\_\_\_ of which the amount of € \_\_\_\_\_ has been already received;

3) Institution \_\_\_\_\_ from (date)

\_\_\_\_\_ to (date) \_\_\_\_\_, for a gross amount per recipient of

€ \_\_\_\_\_ of which the amount of € \_\_\_\_\_ has been already received;

Signature \_\_\_\_\_



I, the undersigned, hereby declare that the above statement reflects the actual situation and I commit myself to report any changes or variation to the contributory regime, or any information that may be relevant for social security and/or tax purposes.

Florence, date \_\_\_\_\_

Signature \_\_\_\_\_

### INFORMATION NOTE ON THE PROCESSING OF PERSONAL DATA (art. 13 of EU.REG 2016/679)

The undersigned acknowledges that the processing of his/her personal and sensitive data will be performed according to EU Regulation 2016/679 (GDPR) for the protection of physical persons in relation to processing their personal data, exclusively for the purposes of the proceeding, in relevant measure, in pursuit of the University of Florence's institutional duties.

The undersigned also acknowledges that their curriculum vitae et studiorum and the declarations made, for which pursuant to the current laws, there is the obligation of transparency, will be published on the Administration's website in the "Transparent Administration" section, at <http://www.unifi.it/p11360.html>, where a page is dedicated to the protection of personal data, also containing notification on processing the personal data of external collaborators.

Florence, date \_\_\_\_\_

Acknowledged by the Declarant

\_\_\_\_\_

### N.B.: Please attach a copy of your passport/identity card

#### Notes:

(1) Subjects not resident in Italy need to apply for the Italian Tax identification code in case of establishing of a coordinated and continuous collaboration.

(2) Pursuant to single article, paragraph 142, Law no. 296/2006 (Financial Law 2007) additional municipal is due to the Municipality of tax-domicile of the contributor to date 1st January of the year of reference of the surtax. The change of domicile for tax purposes is effective after 60 days (art. 58, last paragraph, Dpr. no. 600/73).

(3) Individuals employed by other public administration must obtain the permission of their organisation in the cases established by art. 53 of the legislative decree no. 165/2001 as amended by law no.125/2013 (among other activities, the activity of teaching and research, training to personnel employed by the public administration, participation in conferences/seminars/conferences, are excluded from permission).

(4) Subjects resident for tax purposes may obtain the tax-deduction pursuant to articles 12 e 13 T.U.I.R., submitting the form completed.

(5) See the instructions to complete the forms of the Italian Revenue Agency (*Agenzia delle Entrate*) in Italian, French and English at the following link: <https://www.unifi.it/vp-2937-modulistica.html#nstr> in section "tax/social security forms" ("**Modulistica fiscale e previdenziale**").

(6) D.P.C. Prime Ministerial Decree date 23 March 2012 "maximum amount for emoluments or retribution for employed or self-employed activities within Public Administrations" - art. 3, paragraph 1: from the entry into force of this decree, the annual compensation received, including benefits and accessory items as well as any remuneration for other assignments or consultancy assigned by other public administrations, by individuals referred to in article 2 cannot exceed the total compensation due to the Chief President of the high court of Appeal (*Corte di cassazione*) of 293,658.95 euro in 2011. If higher, the amount is reduced to the above mentioned limit.

The Minister of Justice shall annually report to the Minister for Public Administration and Simplification and to the Minister for the Economy and Finance any update on the above mentioned data processing.

Paragraph 2: for the purposes of the application of the discipline referred to in para. 1, the amounts paid to the individual concerned by one or more organisations, also in the case of multiple assignments conferred by the same organisation during the year, are cumulatively accounted. For this purpose the Recipients referred to in article 2 are required to provide the Public Administration, within 30 days from the publication date of the present decree, with a declaration including the current assignments funded by public finance, with respective amounts paid. This declaration is returned by 30 November of each year.

#### Instructions:

- A), B1) or B2), C), D), E) and F), the final commitment and the Privacy Policy must be always completed and signed;
- B.1) and B.2) are alternative and one of them must be always completed.