

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

The undersigned _____ place of birth
 _____ Prov. _____ date of birth _____, Citizenship
 _____ Italian fiscal code (1),

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resident in Italy in the Municipality of _____ Prov. _____
 address _____ n. _____ Post code _____

with domicile for tax purposes on date **1/1/2018** in the Municipality of *(domicile address must be indicated if different from residence address)* (2) _____ Prov. _____
 address _____ n. _____ postcode _____

or
 resident in *(Foreign country of residence and Municipality)* _____
 _____ address _____ n. _____ Postcode _____
 Ph. _____, Mobile Ph. _____

email: _____ (*this information is required to receive CU income declaration)

married to _____ spouse's place of birth
 _____ spouse's date of birth _____

Italian fiscal 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 a: *(tick the appropriate item)*
- full time employment relationship with a Public Administration / 50% part time employment relationship with a Public Administration and with the maximum rate of _____%
- having an employment relationship with a private body/company with the maximum rate of _____ %

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

Institution _____

Address _____

Fiscal 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. n. 917/86 (4);

Signature _____

B.1) that he/she is required to register for INPS *Gestione Separata* (tick the appropriate item):

- INPS referred to in article 2 c. 26 of L. n. 335/95, INPGI (National Institute of Social Security for Journalists)
 ENPAPI (National Welfare and Assistance Office for members of the caring profession)

and **acknowledges that** the University will apply contribution deductions in the measure of 1/3 of the contribution due; such contribution will be applied in the measure of (tick the appropriate item):

- 24,00% inasmuch the undersigned has a compulsory social security coverage as member of _____
_____ at _____;
- 24,00% as he/she is entitled to direct retirement benefits;
- 34,23% as he/she is not entitled to any other coverage;

Signature _____

(or)

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

- contractor is registered to 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 2018 of yearly taxable income for the *Gestione Separata Inps, Enpapi or Inpgi* of € 101.427,00;
- contractor who had already completed 65 years of age on date 30.06.96 (if already retired on that date or if entitled to another compulsory pension scheme/fund) or, otherwise, on date 01.04.96, and has made use of the option not to register to *Gestione Separata*, ex art. 4 c.1 lett. a) of D.M. n. 282/96 (5);
- contractor who has completed during the year _____ 65 years of age and has made use of the option to unsubscribe from *Gestione Separata* INPS ex art. 4 c.1 lett. b) of D.M. n. 282/96 (5);

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. n.600/73

(or)

- not being subject to withholding tax of 30% on a permanent basis referred to in article 24 c. 1-ter of D.P.R. n.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) (4)** (provv. N. 2013/84404 del 10/07/2013) certifying the

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 n. 164/2004, n. 90/2009 e n.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 UE citizen subject to a compulsory Social Security system (National Insurance contribution) in the country of residence **as certified in the attached substitutive declaration of the deed of notoriety 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 substitutive declaration of the deed of notoriety for individuals 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 the insurance plan INAIL, pursuant to D.Lgs. n. 38/2000, where provided in relation to the activity carried out, 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 percipient gross amount of € _____ of which the amount of € _____ has been already received;

2) Institution _____ from (date) _____ to (date) _____, for a percipient gross amount of € _____ of which the amount of € _____ has been already received;

3) Institution _____ from (date) _____ to (date) _____, for a percipient gross amount of € _____ of which the amount of € _____ has been already received;

Signature _____

DECLARES

E) that pursuant to articles 43 and 46 D.P.R. n. 445/2000, aware of the criminal liability that may arise from false or incomplete statements, subject to the application of art. 3, paragraphs 44 to 48, law 244/2007, of the Decree of the President of the Republic dated 5 October 2010 n. 195 art. 4 and Prime Ministerial Decree dated 23 March, 2012 art. 3 paragraph 2 (**maximum amount for emoluments and retribution for employed or self-employed activities within Public Administrations**) (7):

INFORMATION NOTE ON THE PROCESSING OF PERSONAL DATA (art. 13 of the Legislative Decree n. 196 of 30/06/2003 and subsequent amendments)

The office will process personal data, with the aid of information technology tools, exclusively for the purposes of the proceeding, in relevant measure, and not exceeding what is strictly necessary to the pursuit of its institutional duties. The requested data are mandatory and for any refusal to provide them the Administration will not proceed to the procedure completion. Communication of personal data to other public bodies could be permissible if their processing is needed for procedures of their competence.

Data Controller: Università degli Studi di Firenze

Data manager: *Dr. Stefano Migliarini*

Pursuant to Article 7 of D. Lgs. 196/2003, at any time it is possible to obtain access, the updating, correction, integration, the deletion, transformation and block of your personal data, as well as to totally or partially oppose to the processing of your personal data (collection, registration, organisation, conservation, consultation, elaboration, modification, selection, extraction, comparison, use, interconnection, block, communication, diffusion, cancellation and destruction).

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 Fiscal code in case of establishing of a coordinated and continuous collaboration.

(2) Pursuant to single article, paragraph 142, Law n. 296/2006 (Financial Law 2007) additional municipal is due to the Municipality of tax - domicile of the contributor to date 1° 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. n. 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 n. 165/2001 as amended by law n.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) The right not to register to *Gestione Separata* or to unsubscribe from it could only be exercised in the period 1996-2001 and therefore has not been exercisable from 30 June 2001.

(6) 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#nostr> in section "tax/social security forms" ("**Modulistica fiscale e previdenziale**").

(7) 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 comma 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. Such 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.