

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

PERSONAL DETAILS QUALIFICATION AND SPECIALISATION CONTRACTS LETTER E – OCCASIONAL SELF-EMPLOYMENT

I, the undersigned, under my own responsibility, declare:

Surname	Name	Sex

Date of birth	Municipality of birth	Prov.

Italian fiscal code														

Nationality

Italian Tax address on 01/01/2025

Street	No.	Municipality	Prov.	Post Code

Italian Tax address after 01/01/2025 (if other than the above)

Street	No.	Municipality	Prov.	Post Code

Email*	Telephone	Mobile
	/	

**As a rule, any notifications concerning payments will be sent to: @unibo.it; @studio.unibo.it*

Request that remuneration be paid via:

☐ Transfer to the bank current account / BancoPosta / Prepaid Card with the following IBAN code (27 alphanumeric characters, without dashes, commas or spaces. See the example provided)

ABI CAB Numero conto corrente

IT	96	W	0	5	8	5	6	1	1	6	0	1	0	5	0	5	7	0	1	1	1	1	1	1	1	1
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ATTENTION: The declarant must be the holder or a joint holder of the current account

COUNTRY CODE	CIN IBAN	CIN	ABI	CAB	CURRENT ACCOUNT NUMBER

ATTENTION: Holders of European and non-European current accounts must also indicate:

BIC/SWIFT code	ABA routing number

I, the undersigned, agree to notify promptly any and all changes in the information declared above.

Date	Signature

Important: Please attach a copy of a valid identity document to this self-declaration.



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TAX AND SOCIAL SECURITY INFORMATION QUALIFICATION AND SPECIALISATION CONTRACTS LETTER E – OCCASIONAL SELF-EMPLOYMENT

I, the undersigned, under my own responsibility, DECLARE

E1	<input type="checkbox"/> I am a public sector employee <div style="margin-left: 40px;"> <input type="checkbox"/> on a fixed-term contract from _____ to _____ <input type="checkbox"/> on a permanent contract since _____ <input type="checkbox"/> on a part-time contract (less than 50% of full-time hours) </div> <input type="checkbox"/> I attach the authorisation (“nullaosta”) issued by my home Organisation Italian Fiscal Code
	<input type="checkbox"/> I am a private sector employee <div style="margin-left: 40px;"> <input type="checkbox"/> on a fixed-term contract from _____ to _____ <input type="checkbox"/> on a permanent contract since _____ </div>

E2	As at the date of this declaration*: <input type="checkbox"/> I have not received and I do not expect to receive occasional income in excess of 5,000.00 euro gross in the year <input type="checkbox"/> I have already received or I expect to receive occasional income in excess of 5,000.00 euro gross in the year, of which _____ euro paid by structures OTHER THAN this University <input type="checkbox"/> I have already received or I expect to receive occasional income in excess of 5,000.00 euro gross in the year, of which _____ euro paid by structures of this University
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E3	<input type="checkbox"/> I am required to register with the <i>(tick the appropriate box)</i> : <div style="margin-left: 40px;"> <input type="checkbox"/> INPS Separate Pension Scheme, pursuant to Article 2, paragraph 26 of Law 335/95 <input type="checkbox"/> ENPAPI Separate Pension Scheme </div>
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E4	<input type="checkbox"/> I am entitled to reduction of contribution to the INPS Separate Pension Scheme or ENPAPI Separate Pension Scheme because <i>(tick the appropriate box)</i> : <div style="margin-left: 40px;"> <input type="checkbox"/> I am a direct pension holder <input type="checkbox"/> I am an indirect or survivor's pension holder <input type="checkbox"/> I am registered with the Professional Pension Fund for: _____ </div>
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E5	<input type="checkbox"/> I am not required to pay contributions to the INPS Separate Pension Scheme or ENPAPI Separate Pension Scheme because I have exceeded the maximum taxable income of 120,607.00 for the current year
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E6	As at the date of this declaration:				
	<input type="checkbox"/> I have received or I expect to receive the following remuneration and/or fees from the State, which EXCEED the annual limit of 240,000.00 euro, from the following Organisations:				
	Organisation	Nature of position/relationship	Duration From.... to....	Total amount	Annual amount

I, the undersigned, aware of the criminal penalties for making false declarations or preparing or using false documents, as referred to in Article 76 of Presidential Decree no. 445 of 28/12/2000, and of the provisions of Article 75 of Presidential Decree 445/2000,

AGREE

to notify promptly any and all changes in the information declared in this section and to reimburse the University in full if it is penalised by the competent Authorities as a result of the omitted/late/incomplete/inexact

Date	Signature
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Please attach a copy of a valid identity document

Information on the processing of personal data

Pursuant to Article 13 of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), data subjects are informed that any personal data provided to or in any case obtained by Alma Mater Studiorum - University of Bologna will be processed for the purposes of paying remuneration and managing the related activities.

The data will be processed by specifically authorised persons, using also computerised means, in the manner and to the extent necessary to achieve the aforementioned purposes, including in the event of sharing the data with third parties. The provision of said data is essential in order to pay remuneration and refusal to provide said data will prevent payment thereof.

Data subjects have the rights referred to in Articles 15 et seq. of the aforementioned Regulation (EU) 2016/679, in particular the right to access their data, to request and obtain the rectification, erasure or restriction on processing of their data, as well as to object to the processing of their data and to request data portability. They may exercise these rights by emailing Alma Mater Studiorum - University of Bologna at privacy@unibo.it.

Data subjects who believe that their personal data have been processed in violation of the requirements of the Regulation may file a complaint with the Italian Data Protection Authority, as provided for by Article 77 of the above Regulation, or seek an effective judicial remedy (Article 79 of the Regulation).

The Data Controller is Alma Mater Studiorum - University of Bologna (headquarters: via Zamboni 33, 40126 - Bologna, Italy; email: privacy@unibo.it; PEC: scrivunibo@pec.unibo.it).

The contact details for the Data Protection Officer are: headquarters: via Zamboni 33, 40126 - Bologna, Italy; email: dpo@unibo.it; PEC: scrivunibo@pec.unibo.it.

Further information can be found on the website www.unibo.it/privacy.

Instructions for completion

Section E2	<p>The annual limit for income from occasional work, i.e. 5,000.00 euro, is a threshold below which income is only subject to personal income tax (IRPEF) and not to pension contributions.</p> <p>In order to pay remuneration, it is necessary to know whether a person has exceeded or expects to exceed such threshold, and whether or not the total amount is made up of income payments from University structures. The amount of income already paid or expected to be paid, either by the University or by other parties, must also be declared.</p>
Section E4	<p>The University will withhold 1/3 of the contribution due. This contribution amounts to: 24.00%, because I am already covered by other mandatory pension; 24.00%, because I am a direct pension holder; 33.72%, because I am not covered by any other mandatory pension.</p>
Section E6	<p>Prime Minister's Decree dated 23 March 2012. "Maximum limit of remuneration or fees payable to employees or self-employed workers in their relations with State public administrations" Article 3, paragraph 2: "For the purpose of applying the provisions under paragraph 1, any amounts however paid to the person concerned by the same or multiple organisations are added up together, even if multiple positions are held within the same organisation during the year. For this purpose, the recipients of Article 2 are required to submit to their home administration, within 30 days of publication of this decree, a declaration in which they acknowledge all positions for which they currently receive remuneration from the State, together with the corresponding amounts. Subsequently, under normal conditions, the declaration shall be issued by 30 November of each year."</p>