	PERSONAL DETAILS **QUALIFICATION AND SPECIALISATION CONTRACTS** **LETTER E – OCCASIONAL SELF-EMPLOYMENT**
ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA	

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 I T 96 W 05856 11601 050570111111

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.

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

I, the undersigned, under my own responsibility, DECLARE

E1

☐ I am a public sector employee

    ☐ on a fixed-term contract from _____ to _____

    ☐ on a permanent contract since _____

    ☐ on a part-time contract (less than 50% of full-time hours)

☐ I attach the authorisation ("nullaosta") issued by my home Organisation

Italian Fiscal Code | | | | | | | | | | | |

☐ I am a private sector employee

    ☐ on a fixed-term contract from _____ to _____

    ☐ on a permanent contract since _____

E2

As at the date of this declaration*:

☐ I have not received and I do not expect to receive occasional income in excess of 5,000.00 euro gross in the year

☐ 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

☐ 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

E3

☐ I am required to register with the *(tick the appropriate box):*

    ☐ INPS Separate Pension Scheme, pursuant to Article 2, paragraph 26 of Law 335/95

    ☐ ENPAPI Separate Pension Scheme

E4

☐ I am entitled to reduction of contribution to the INPS Separate Pension Scheme or ENPAPI Separate Pension Scheme because (*tick the appropriate box):*

    ☐ I am a direct pension holder   ☐ I am an indirect or survivor's pension holder

    ☐ I am registered with the Professional Pension Fund for: _____

E5 ☐ 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

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

	As at the date of this declaration:
	☐ 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
E6					

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

Please attach a copy of a valid identity document

Information on the processing of personal data

Instructions for completion

Section E2	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. 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.
Section E4	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.
Section E6	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."