

Form  
A 1*Sending a worker in another Member State*

Type of communication	<input type="checkbox"/> Reporting of new employee	<input type="checkbox"/> Cancellation
Corresponding social security		
Employee Data		
Employee		
Last Name		
First Name		
Country		
Postal code / City		
Address (Street, Number)		
Insurance number		
Date of birth		
Place of birth		
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Nationality		
Place of employment		
Country		
Postal code / City		
Address (Street, Number)		
Employer		
Works for employer at least 25% in Austria	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer is employing employees in Austria (i.e. not only sending employees abroad as expats)	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Country in which employee will be working		
Further details in regards to employer and job		
Country		
Postal code / City		
Address (Street, Number)		
Phone Number		
E-Mail address		
Duration of expatriation/employment		
Start		
Planned end		
No fixed job position in this country	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Expatriation/employment is contractually fixed (i.e. there is a contractual end date)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee is working with the employer since:		
Job position of employee		
Employee is going on behalf of another expatriated employee in this country, performing the same type of work (i.e. "stepping in for an expat", for example a sick one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee has been already performing work for this employer in this country within the last two months prior	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee is led	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Send by E-Mail

Print Form

Hübner & Hübner - Payroll **made easy.**  
[welcome@huebner.at](mailto:welcome@huebner.at) | Tel: +43 (1) 811 75 - 0



Updated on: January 2023 \* Although this handout has been edited with care, its content is subject to change.

The latest version can be found at [www.huebner.at](http://www.huebner.at) or by scanning the QR-code.