

Declaration of classes held

Payment for classes held will be made by bank transfer, normally within a short period following the submission of this declaration. However, delays to payments may result if there is any difficulty in confirming your teaching record for the semester. To ensure that checks can be easily carried out and payments are not delayed, please complete this Declaration in full and make sure that the administrative coordinator responsible for your department ("Studienschwerpunktsprecher/In") has signed and dated the document.

For the winter semester/ summer semester _____

Surname: _____

First Name: _____

Department: _____

Name of seminar/lecture: _____

Dates on which
classes took place:
(Date:)

Number of class hours/teaching hours:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Surname: _____

First Name: _____

Total:

=====

The maximum amount payable is limited to the number of teaching hours agreed in your contract!

Tax number or VAT registration number _____
(Mandatory field)

My bank details:

Bank or Building Society: _____

BIC/SWIFT: _____

IBAN: _____

Account Holder: _____

I hereby declare that I taught the hours and classes listed above in full. I understand that my statement will be used to calculate any payment I am owed and that any false statement may have consequences in law, including the termination of my teaching contract with the HFBK.

Hamburg, Date _____ Signature _____

Confirmation by the administrative coordinator for your department

Hamburg, Date _____ Signature _____

To be completed by the HR and Accounting Departments:

Invoices have been checked	
Project (PSP):	
Costs centre/Budget allocation:	
Amount	
Factually and mathematically correct	

Enter into SAP and approve for payment	
Authority to transfer payment	
Date, Name, Position/Salary group, Signature	