|  |  |  |
| --- | --- | --- |
| Surname, first name | Acad. Title | Insurance number or date of birth |
| Name at birth/Name from previous marriages | | Citizenship |
| Address | | Telephone number (private):  Telephone number (work):  Fax:  Mobile phone:  e-mail: |
| Company address: | |

Local tax office:

Income tax number:

Your authorized tax adviser (name, address, telephone number):

REGISTERED MAIL

to

Sozialversicherungsanstalt der gewerblichen Wirtschaft

Landesstelle Steiermark

Körblergasse 115

8010 Graz

**Notification of gainful employment**

**Social insurance (SV) number: Contractor’s social insurance number**

Dear Ladies and Gentlemen!

In fulfilment of the notification requirement according to Section 62a of the Austrian Income Tax Act in combination with Section 18 of the Federal Act on Social Insurance for Persons engaged in Trade and Commerce, I wish to advise you by means of this letter that I will receive a contract for work and services from the University of Graz, Universitätsplatz 3, 8010 Graz for the period **from****until**regarding **description of the service according to the contract or invoice**, and that I will receive a compensation of EUR**fee according to invoice** for my services.

Please be advised as aforesaid.

Kind regards

**date**

**Contractor’s name**