

Employee questionnaire is a document, which contains an Employee personal information and contact details. Based on this document we set up the personal file of the Employee and proceed with the registration in the social insurance system in Poland. **You are obliged to fill document and provide to HR during hiring process.**

NOTE: If you would like to update or change some data included in Employee Questionnaire after employment (e.g. address, PESEL, phone number) please notify HR administration team immediately via Service Desk: [System Dashboard - Service Desk \(luxoft.com\)](#).

PART A – obligatory data

This part contains personal data and information about Employees addresses.

A.1. Personal data

In addition to basic personal data, **PESEL** number appears. It is an individual identification number, **this is an obligatory base for tax settlement in Poland**. The PESEL number is mandatory for all permanent residents of Poland and for temporary residents living in Poland for over 2 months. **In case of foreigners PESEL is granted automatically** after making **Temporary Registration** for more than 30 days.

For nationalities other than polish **PASSPORT** number must be provided additionally.

A.2. Contact details

Your phone number and private e-mail address that we might use in case we need to contact you

A.3 address of actual residence

It should be current address in Poland, usually of rented flat.

A.4 Address for correspondence

To be filled if it is different than residence address, it's address where whole correspondence from company should be delivered.

A.5. Bank account details

The bank account number should be **Polish** and consist of 26 digits. It is necessary to provide the number to HR, because your monthly remuneration will be transferred on it.

PART B – obligatory data

B.1. Name and address of the relevant tax office

We collect personal information about you indicated in section B of the questionnaire for the purposes of fulfilling employer's obligations as a taxpayer. The local jurisdiction of the tax office is determined based on the given address of residence (point A.3 in questionnaire).

If you don't know the address of your tax office yet, you can find it basing on your address on the website below:

<https://bazy.hoga.pl/wyszukiwarka-urzedow-skarbowych/>

PART C – optional data

This part should be filled in you are a parent/legal guardian of a child.

In Poland a parent / legal guardian of children under 14 years old has right to 2 additional days off or 16 hours called child care leave art.188 of Labor Code (it has to be picked during the first request for child care if Employee will use it in days or hours). **(This also applies to children who are abroad).**

C.1. Pick if you'd like to use child care leave for a given year. If YES, the table has to be filled with name and last name of the child and date of child's birth. Number of children does not increase the number of days.

C.2 and **D.3** concern the working time of employees taking care of **a child up to 4 years of age**. Working time in that case, cannot exceed 8 hours without their consent. Employees shall not perform any overtime or night work, or work under the working time system referred to in article 139, and shall not be posted to work outside of the permanent workplace without the employee's prior consent

C.2. Declaration about exceeding 8-hour daily norm of working hours YES/NO – if you mark NO working time in your case will not exceed 8 hours

C.3. Declaration about working overtime, night hours and working outside of permanent workspace – if you mark NO you will not perform overtime or night work and you will not be posted to work outside of the permanent workplace.

PART D - Data for the social security insurance (ZUS) – obligatory data

You have to contribute into the ZUS and to the national health fund. Foreigners who are formally employed in Poland are also obliged to make regular contributions. It applies to the current situation and there is no possibility to opt-out.

D.1 Do the employee is already getting a retirement pension. If YES, adequate decisions from Social Security Insurance (ZUS) should be provided.

D.2 Do the Employee is already getting a disability pension. If YES, adequate decisions from Social Security Insurance (ZUS) should be provided.

D.3 The acquired medical certificate of a grade of disability is the basis for benefiting from the system of reliefs and entitlements available to people with disabilities. Confirmation of the certificate is a disabled person's card.

D.4 proper department of National Health Fund should be chosen, and it is related to the address of residence in the particular voivodeship, for example:

- 06R. Malopolski – for Kraków
- 01R. Dolnoslaski – for Wrocław
- 07R. Mazowiecki - for Warsaw
- 11R. Pomorski – for Gdańsk

D.5. Health insurance registration for the members of the family* - optional data

Employee can add to Social Security and National Health Care non-employed spouse, children up to 26 years old or parents fully economically dependent on the employee and lead with him joint household. Register of family members in Social Security Insurance (ZUS) is free.

Employee cannot add to ZUS family members who are abroad.

* There is possibility to print this page several times, in case of adding more members of family

PART E – Data compliance statement – obligatory part

It's a confirmation that personal data completed in questionnaire comply with personal data contained in employee identity card.

PART F – Optional data

Doesn't have to be filled but it is recommended.

F.1 Emergency contact

In this part, Employee provides details of the person who, in the event of any accident, the Employer should contact. This person does not necessarily have to be in Poland.

NOTE: DATE OF SIGNING EMPLOYEE QUESTIONNAIRE CANNOT BE LATER THAN 1st DAY OF EMPLOYMENT.

ZUS STATEMENT – Obligatory document

OŚWIADCZENIE O PODSTAWIE SKŁADEK NA UBEZPIECZENIE EMERYTALNO-RENTOWE

Imię i Nazwisko JOHN SMITH
(Name and surname)
Zamieszkały(a) UL. BORA-KOMOROWSKIEGO 25/1, 30-001 KRAKÓW
(Address)
PESEL 90010112345

Niniejszym oświadczam, iż w bieżącym roku kalendarzowym uzyskałem/am u poprzednich pracodawców przychody podlegające składkom na ubezpieczenie społeczne (podstawa ubezpieczenia społecznego - ubezpieczenia emerytalne, rentowe i chorobowe) w łącznej kwocie*:

Hereby I confirm that in the current calendar year I have gained income subjected to social security contributions (base of social security contributions - retirement pension insurance, disability pension insurance and sickness insurance) in the total amount of:

..... 0 zł

(słownie ZERO)
(in words)

Oświadczam, że jestem świadom odpowiedzialności, za skutki błędnego oświadczenia.

I declare that I am aware of the responsibility for the consequences of an incorrect statement

01.12.2022 *Smith*
.....
Data i podpis
(date and signature)

This part should be filled in by Employees, who in a **given calendar year were already employed under employment contracts in Poland**. The purpose of this statement is to determine if the employee has not exceeded the limit of pension contributions, which is variable and in 2025 is **260 190 PLN**.

If you have just started employment in Poland, please put 0 (zero) as base of your contributions.

TAX STATEMENT (32% taxes deduction) – Optional document

OŚWIADCZENIE

Niniejszym proszę płatnika o potrącanie zaliczki na podatek dochodowy od wypłacanych wynagrodzeń w wysokości 32% począwszy od miesiąca 2025.

I hereby ask the payer for deduction of income tax advance on salaries paid at the rate of 32% starting from the month of 2025.

In this form Employee states that they want to have higher tax rate (32%) applied. Employee can fill it when they expect to exceed first tax threshold due to high income (above 120 000 PLN), or when Employee changed their Employer during a year and expect that combined income will exceed the first tax band within the same tax year.

NOTE:

1. Please use the *payer's* name as **Luxoft Poland sp. z o.o.**
2. *Month* – it is the month in which the employee enters the second tax threshold.