



# Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

## Änderung der Adresse - *Change of Address*

**Please note:**

The following information is necessary for the payment of your remuneration. Please see the information on data protection at <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for the relevant legal provisions on the basis of which your data are collected.

All questions must be answered, unless marked (optional).

### 1. Personal data

Please check  or fill in, as appropriate

Last name	First name	Name at birth, if different	Personnel number / area of work
Place of work		Date of birth	Phone number (optional)

### 2. Change of address

The change of address can **only** be submitted directly to us **by pension recipients and employees of universities and higher education institutions** (exception: Baden-Württemberg Cooperative State University).

For all other employees the change of address can **only** be submitted **by their human resources department**.

Therefore, please always inform your human resources department of your change of address. Teachers can submit a change of address through their regular official channels (if necessary through the Schulamt) to the responsible Regierungspräsidium of their school district. **In these cases, this form will be send to the Landesamt only for information purposes.**

New address (street, number, zip code, city) as of _____	New phone number (optional) _____
---	--------------------------------------

\_\_\_\_\_  
Date, Signature

Please indicate the address of the human resources department

┌ \_\_\_\_\_ ┐

┌ \_\_\_\_\_ ┐

**Copy for the human resources department**

LBV 527a – 10/18



# Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

## Änderung der Adresse - *Change of Address*

**Please note:**

The following information is necessary for the payment of your remuneration. Please see the information on data protection at <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for the relevant legal provisions on the basis of which your data are collected.

All questions must be answered, unless marked (optional).

### 1. Personal data

Please check  or fill in, as appropriate

Last name	First name	Name at birth, if different	Personnel number / area of work
Place of work		Date of birth	Phone number (optional)

### 2. Change of address

The change of address can **only** be submitted directly to us **by pension recipients and employees of universities and higher education institutions** (exception: Baden-Württemberg Cooperative State University).

For all other employees the change of address can **only** be submitted **by their human resources department**.

Therefore, please always inform your human resources department of your change of address. Teachers can submit a change of address through their regular official channels (if necessary through the Schulamt) to the responsible Regierungspräsidium of their school district. **In these cases, this form will be send to the Landesamt only for information purposes.**

New address (street, number, zip code, city) as of _____	New phone number (optional) _____
---	--------------------------------------

\_\_\_\_\_  
Date, Signature

**Landesamt für Besoldung und  
Versorgung Baden-Württemberg  
70730 Fellbach**

LBV 527a – 10/18



# Baden-Württemberg

LANDESAMT FÜR BESOLDUNG UND VERSORGUNG

## Änderung der Adresse - *Change of Address*

**Please note:**

The following information is necessary for the payment of your remuneration. Please see the information on data protection at <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for the relevant legal provisions on the basis of which your data are collected.

All questions must be answered, unless marked (optional).

### 1. Personal data

Please check  or fill in, as appropriate

Last name	First name	Name at birth, if different	Personnel number / area of work
Place of work		Date of birth	Phone number (optional)

### 2. Change of address

The change of address can **only** be submitted directly to us **by pension recipients and employees of universities and higher education institutions** (exception: Baden-Württemberg Cooperative State University).

For all other employees the change of address can **only** be submitted **by their human resources department**.

Therefore, please always inform your human resources department of your change of address. Teachers can submit a change of address through their regular official channels (if necessary through the Schulamt) to the responsible Regierungspräsidium of their school district. **In these cases, this form will be send to the Landesamt only for information purposes.**

New address (street, number, zip code, city) as of _____	New phone number (optional) _____
---	--------------------------------------

\_\_\_\_\_  
Date, Signature

LBV 527a – 10/18

**Draft (copy for the employee)**