

Povo, June 4, 2018

**To EMPLOYEES
of FONDAZIONE BRUNO KESSLER only**

REFERENCE: family allowance for the period 07.01.2018 - 06.30.2019 (income for 2017).

The family allowance is a service provided by INPS in support of the families of employees with an annual total income lower than the limit set annually by national provisions. The eligibility period runs from July 1 of each year to June 30 of the following year and is computed based on the composition of the household and its income during the tax year preceding July 1.

Below, we provide details and instructions on how to obtain the payment of the family allowance for the period 07/01/2018 – 06/30/2019.

Eligible employees (please see attached chart to verify eligibility) must apply, by completing the attached form, paying the utmost attention to the attached instructions.

Before proceeding, please note that:

- each household is eligible for not more than one allowance check;
- the household is not eligible when:
 - the total sum of employment related income, pension or other social security allowance related to employment amounts to less than 70% of the total income of the household;
 - the total income of the household exceeds, based on the family situation and number of family members, the income limits as shown in the attached chart.
- to determine the total annual income of the household, you should indicate all income from employment, other types of income (such as income from self-employment, from buildings, land, including tax-exempt income or income subject to withholding as tax at source or substitute tax if higher than € 1,032.91);
- any changes in household composition can be promptly reported by completing an additional form;
- the application for the family allowance has a validity period of one year and must be resubmitted duly completed at each new reference period.

HOW TO APPLY

The request for the family allowance check must be submitted, duly filled out, to the Payroll Administration Unit - **Unità Amministrazione delle Risorse Umane (Human Resources Service)** - amministrazionerisorseumane@fbk.eu (attn. Anna Tomasi).

Please keep in mind that the application form must be **signed by both spouses** or by the applicant only if he/she is single, widow/er, separated, divorced.

Single/divorced/separated parents must attach the INPS authorization (form ANF 43).

Please also **be advised that applicants are not required to attach to the request any type of certification** (e.g: stato famiglia, a certificate attesting to the composition of the household or similar documentation) **or tax forms** (Form 730/2018 year of ref. 2017; Unico 2018 year of ref. 2017; CU 2018 year of ref. 2017) as proof of the family and financial status declared.

Lastly, please keep in mind that **applicants are responsible for the information provided and undersigned** and that false declarations, as well as the production of a deed containing false or incorrect information will be **punished pursuant to Article 76 of Presidential Decree n.445/2000**.

Any incorrect information will have to be reported to the Payroll Administration Unit - Unità Amministrazione delle Risorse Umane through specific statement duly dated and signed.

Should you need any further clarifications, please do not hesitate to contact us.

Kind regards,

Fondazione Bruno Kessler
Payroll Unit
Human Resources Department