

## Registration made easy with [quitt.ch](https://quitt.ch)

This fact sheet will prepare you optimally for your registration at [quitt.ch](https://quitt.ch). The registration process consists of 5 simple steps:

- ✓ Configure my services
- ✓ My details
- 3 Add my employee
- 4 Create my contract of employment
- 5 Pay basic fee

To make it easy for you, we have compiled this fact sheet with all the information you need from your employee. For the registration of the employee (in step 3) you need:

### **Mandatory:**

- First name, last name
- Address
- Date of birth
- IBAN
- AHV number
- Citizenship

**Optional:** *If your employee is not Swiss and does not hold a C permit, the following information is required for withholding tax purposes:*

- Nationality of the partner
- Marital status
- Workload of other employment relationships
- Number of children
- Church affiliation



says thank you for your trust