payroll+
For freelancers and SME

Important Information for Employees

SEAMLESS PROCESS WITH PAYROLL+

In order to be able to transfer your paycheck on time and without errors, we absolutely need the following documents from you:

Full address, including phone number or cell phone number

Please provide us with your address and phone number so that we can contact you by phone as well as in writing.

OASI Number

Please provide us with your AHV number so that your AHV contributions can be credited to your personal account.

Child Allowances

If you would like to apply for child benefits, please let us know so that we can begin the application process as soon as possible.

Complete bank information / Copy of bank card or debit card

BLast name, account holder, city/zip code, and IBAN number

This information is listed on every bank statement; if necessary, please check with your bank. For Post/UBS and Raiffeisen accounts, the transfer takes 2–3 days; for cantonal bank and Credit Suisse accounts, etc., the transfer takes 1 day.

Copy of residence permit or passport for Swiss citizens

Please provide us with a copy of your residence permit and your passport or ID.

Important: Please notify us immediately of any change of address so that we can correctly adjust the withholding tax rate, if applicable.

Hourly Reports

You can either download pre-made timesheets from our download section or use your company's own timesheets.

Important: You must have Swiss health insurance!