

## **E-Contribution Payment – One Transfer into Your Own Social Insurance Institution Account**

### **Dear Client,**

Effective January 1<sup>st</sup>, 2018, businesses, entrepreneurs and self-employed individuals will be paying all social security contributions by a simple transfer to their individual bank account.

Payers will be informed of the new account number by a registered letter sent by Social Insurance Institution in the fourth quarter of 2017. Please make sure the Social Insurance Institution has your up-to-date mailing address. If your contact details have changed, please inform the Social Insurance Institution of this fact as soon as possible.

**Important!** If you do not receive information about individual account number by the end of December 2017 or lose this information, please contact Social Insurance Institution or call the Telephone Service Center (22 560 16 00).

Effective January 1<sup>st</sup>, 2018, all social security contributions, regardless of the time period to which they refer, must be paid to your individual bank account number. If you do not know, your individual social security account number, you will not be able to pay your social security contributions in 2018. **All previous accounts will be closed.**

### **Faster and Cheaper**

In 2018, you will be able to pay all the following contributions by means of only one cash transfer:

- social security (retirement, disability, sickness, accident)
- health insurance,
- Labor Fund,
- Guaranteed Employee Benefits Fund,
- Pension Fund.

This means that instead of three or four transfers, you will only need to make one. This means lower costs, too. The new payment method will help you avoid potential mistakes as you will no longer be required to provide your identification details such as REGON, NIP or PESEL numbers, or a type and period of your contribution payment.

### **Immediate Settlement**

Thanks to the individual social security account number, all your payments will be immediately booked into your account as they will be automatically linked to your social security account (payer's account number).

### **Proportional Payment Division**

Providing a type or period of social security contributions will be no longer required. Social Insurance Institution will divide each payment proportionally into all your insurance types and funds. This will be done based on your contribution payment for the previous month entered into the payment settlement declarations either by you or by Social Insurance Institution.

### **Important!**

If you are late with more than one of your social security payments in 2018 and make a payment, it will be applied towards the oldest outstanding payment amount. This way your late payment interest will not accrue.

### **Outstanding Payments vs Sickness Insurance**

If you are late with more than one of your social security contributions in 2018, payment of only current social security contributions (including voluntary sickness insurance) will not be enough to take advantage of the sickness insurance payouts (e.g. a sick pay).

The payment will be in the first place applied towards the outstanding amounts with interest charges and only then the current contributions. Additionally, the payment will be divided proportionally between all contributions.

If you cannot pay off the outstanding amount in full and wish to be covered by the voluntary sickness insurance, you should sign in for the installment contribution payment scheme.

After signing the scheme, your payment will be settled in accordance with the due date of the installment payment and your current contributions. This scheme will enable you to be covered by the sickness insurance and make you entitled for the insurance payouts. Please ask the Social Insurance Institution advisors for more details. The advisors are available to assist you at each Social Insurance Institution branch. If you sign up for the installment contribution payment scheme, you will be paying your installments into an individual social security account number by means of a separate cash transfer (on dates as specified). You will be able to pay the installment and contribution by one payment provided that the payment is made before the due date of both the installment and the contribution.

For more information, please go to **[www.zus.pl/eskladka](http://www.zus.pl/eskladka)**