GLOBETAX.DE

PAYROLL SERVICES AND MORE...

Marcus Michalowski - a certified German tax advisor - decided to build a new tax and payroll practice to fill the gap between advisors of the „Big Four“ consultancy companies and other German certified tax advisors without having practice in cross-border taxation.

GLOBETAX is your partner in handling cross-border assignments, German Payroll Administration or in all questions concerning the development and prevention of creating permanent establishments of foreign companies in Germany. Our team is having more than ten years daily experience in international taxation.

Due to our large international network (i.e. US-tax advisors, labour lawyers and social security experts), our office is able to provide you a high level of worldwide tax- and payroll services.
GLOBETAX.. is a very high specified German tax consulting company with clients all over the world.

GLOBETAX.. guarantees that your contact personell is the CEO of the company by himself.

GLOBETAX.. team members are very-well educated in all questions concerning the tax- and social security rulings.

GLOBETAX.. has the finest quality.

GLOBETAX.. all documentation is reported in English language.

GLOBETAX.. helps you to minimize your administrative burden.

GLOBETAX.. guarantees you a transparent fee structure for all service levels.

WHY GLOBETAX?

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Advantages of GLOBETAX..

• Your Payroll contact is the CEO of GLOBETAX.
• Transparent fixed fees.
• GLOBETAX guarantee you a permanent availability via e-mail or cellphone.
• GLOBETAX is highly experienced in all tax and social security rulings, always updated.
**GLOBETAX** provides high professional tax consulting services for international operating companies from all over the world with business activities at the German market.

**SERVICE PORTFOLIO**

As a result of our daily practise, **GLOBETAX** extended its „Service Lines“ based on clients´ special needs. We therefore can provide you the following Tax Service Lines:

✓ PAYROLL
✓ COMPENSATION & BENEFIT
✓ ACCOUNTANCY
✓ TAX COMPLIANCE
✓ GLOBAL TAXATION

Our Service Lines help you to make DECISIONS, if your company wish to work with local employees on the German market, with or without creating a local German branch.

**SERVICE FOR PRIVATES**

**GLOBETAX** is also working for a huge number of multinational

✓ PRIVATE CLIENTS.

Local- or Assignment contracts, no problem! We provide you with the best service in all tax compliance regulations for restricted- and unrestricted taxpayers. Our team speaks English fluently.

US-tax returns can also be prepared via our office through co-operations with certified US-CPA. We are also familiar with US-tax specifics, i.e. 401(k) retirement plans, etc.

Please contact us:

+49 2182 82 366-0
Payroll Calculation
GLOBETAX is in permanent contact with the employee and the employer to gather all payroll related information, allowances (car, options).

Cash Management
The employer needs to pay only one fund to his German trust account and GLOBETAX will take care of all payments for the company.

Payroll Reporting
GLOBETAX reports all tax- and social security related applications to the statutory authorities. We are the contact for the authorities in all payroll related questions.

Payroll Interview
Personal meeting or telephone conversation with your employee to discuss the tax- and social security related specifics, i.e., family status, treaties...

we keep processes simple - for our clients -
Advantages of our Fee Structure:

✓ No unexpected fees on hourly basis
✓ „All – in“ - Fee
✓ Very transparent

I. Single, non-recurring

<table>
<thead>
<tr>
<th>SERVICES OFFERED</th>
<th>STANDARD FEE</th>
<th>BILLING RHYTHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Fee for setting up the German payroll: registration at the authorities, data immigration</td>
<td>700 EUR</td>
<td>once, non-recurring</td>
</tr>
<tr>
<td>Optional (if no other German companies account is available): Fixed Fee for setting up the German <strong>trust account</strong> at the Deutsche Bank Berlin</td>
<td>250 EUR</td>
<td>once, non-recurring</td>
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Scope of Services:

1. Registration of the employer at the statutory authorities.
2. Implementation of the employer and employee data in the payroll system.
3. Preparation of a detailed Payroll Calendar to clarify all responsibilities and the filling and payment deadlines of the Payroll.
4. Applying for a German trust account of the employer at the Deutsche Bank in Berlin ([www.deutsche-bank.de](http://www.deutsche-bank.de)).
## II. Monthly payroll work:

<table>
<thead>
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<th>SERVICES OFFERED</th>
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</thead>
<tbody>
<tr>
<td>Monthly Payroll Preparation Fee for up to 2 employees</td>
<td>300 EUR</td>
<td>monthly</td>
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<tr>
<td>Extra Fee for additional employees (above three)</td>
<td>35 EUR</td>
<td>monthly</td>
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### Scope of Services:

1. Calculation of the taxable gross income, including additional benefit-in-kinds (i.e., company car, stock option, etc.).
2. Calculation of monthly tax- and social security liabilities for employer and employee.
3. Electronically reporting to the authorities.
4. Preparation of contributions certificates.
5. Correspondence with the competent tax authorities, the statutory social security authorities and the employer.
   - All reports are in English language.
6. Managing a separate payroll file for the employer as basis for tax- and social security auditings of the authorities.

## III. Year-to-end payroll work:

<table>
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<th>SERVICES OFFERED</th>
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<th>BILLING RHYTHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of the year-to-end reportings to the statutory accident insurance</td>
<td>300 EUR</td>
<td>once a year</td>
</tr>
<tr>
<td>organisation/authorities</td>
<td></td>
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</tbody>
</table>

### Scope of Services:

1. Preparation of the necessary year-to-end documentation for all of your employees (year-to-end certificates of all earnings for the German income tax declarations of the employees.
2. Applying for the yearly contributions of the Berufsgenossenschaft (statutory accident insurance organization, which need to be paid by the employer only.
Tax Compliance: GLOBETAX has more than 10 years daily practice in handling cross-boarder taxation.

CONTACT DETAILS:

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