Statement of undertaking in respect of the payment of extra remuneration

(to be submitted to the justice authorities)

_____

(Name and address of the training provider)

I am / we are providing training to *Rechtsreferendar* (intern/trainee lawyer), Mr/Ms

_____

at _____ from _____ to _____.

(Name of internship provider)

We / I have read and acknowledged the contents of the enclosed leaflet on how extra remuneration payments to trainee lawyers are treated for social security purposes. Against the backdrop of the information contained therein, we/ I hereby undertake[i] to abide by the following terms:

Extra remuneration intended for the trainee lawyer shall not be paid directly to them. Instead, the payment shall be made to the North Rhine-Westphalia Government's payroll manager, *Landesamt für Besoldung und Versorgung NRW (LBV NRW)*, quoting the reference number (*Zuweisungskennziffer*) 97, the trainee's *LBV*-registered personnel number, family and given names as well as the period covered by the payment.

Suggested format:

97/M63001234567 Family name, Given name tt/mm/yyyy to tt/mm/yyyy

As soon as the extra remuneration payment is announced to the trainee, their nominal superior (President of the Regional Court/*Landgericht*) shall be notified of the amount payable.

To ensure that payments are allocated correctly, it will be mandatory from October 2025 onwards to specify the correct payee when making transfers.

(Stand: 09.09.2025)

These are the bank details for transfers to *LBV NRW*:
Payee: Landeshauptkasse NRW
IBAN: DE51 3005 0000 0004 0066 15
BIC: WELADEDD

_____ _____

(Place and date) (Company stamp and signature of the training provider)

[i] Where the training provider is a law firm, this undertaking is given on behalf of all partners; where the training provider is a business enterprise other than a law firm, this undertaking is given on behalf of the organisation running the training provider

(Stand: 09.09.2025)