TAGESSCHULE



Instructions for registering for the day school via KiBon



Table of contents

Introduction	3
1. BE Login	3
2. Request	3
2.1. Family situation	3
3.1. Applicant 2	5
4. Children	5
5. Support	6
5.1. Overview of the day school modules	7
6. Workload	8
7. Financial circumstances	8
7.1. Net wage	8
7.2. Other taxable income	8
7.3. Replacement income	9
7.4. Maintenance contributions received, insofar as these must be taxed	9
7.5. Independence	9
7.6. Gross income from movable and immovable property	9
7.7. Net income from communities of heirs	9
7.8. Income that was settled in the simplified procedure	10
7.9. Maintenance contributions paid, insofar as these can be deducted from income tax purposes.	e for 10
7.10. Deduction of debt interest	10
Form 4, item 4.3 of the tax return	10
7.11. Deduction of profit costs	10
7.12. Results Financial situation 2021	11
7.13. Gross assets	11
7.14. Debts	11
8. Income deterioration	11
9. Upload documents	12
9.1. Closing / Release Receipt	12
10. Confirmation of registration and calculation of financial circumstances	13
Important documents for the application	13
Contact	13
Interface to the tax system	14

Question about the simplified procedure:	14
Change of apportionment for joint tax returns	15
Query not successful	15
Query Try again	16
Check financial situation at a later date:	17

Introduction

To simplify the kiBon registration process, we have put together a guide that will take you through the registration process step by step.

To ensure that you have all the necessary documents ready, we ask you to refer to the documents section of the guide to find out which documents you need for registration.

1. BE Login

For the kiBon registration the

BE login is required. If you do not have one yet, it must be created.

You will be automatically redirected to the corresponding page.

If you already have a BE login from the tax return, you do not need to register again.

Mit BE-Login behalten Sie alle Ihre Geschäfte mit dem Kanton Bern zentral und einfach im Griff. Nach einmaliger Registrierung in wenigen Schritten steht Ihnen BE-Login rund um die Uhr zur Verfügung. Das Angebot wird laufend weiter ausgebaut. Ihr Zugang erfolgt gesichert und Ihre Daten sind optimal geschützt.



Passer en français

Beantragen Sie jetzt Ihren Betreuungsgutschein oder erfassen Sie Ihre Tagesschulanmeldung



2. Request

To apply, click on the period for which you would like to register your child. It is possible to register your child for the current period or for the period in the future. You will then be guided step by step through the registration process.



2.1. Family situation

Tick your current housing situation.



New: Previously, a duration of more than five years was required for concubinages without joint children. Income is now added together after two years of cohabitation.



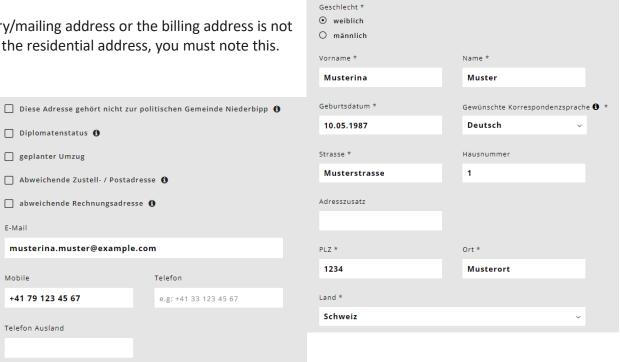
If the children live with you alone and only in your household, you must provide the details of the maintenance agreement.



Pflichtfelder sind mit * gekennzeichnet.

If there is a change of address in the near future, please indicate the planned move.

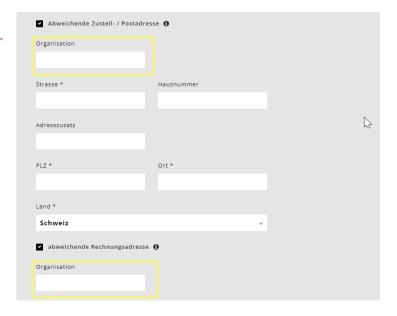
If the delivery/mailing address or the billing address is not the same as the residential address, you must note this.



It is now possible to enter an organisation in the optional field under the heading "Alternative delivery/postal address" as under "Alternative billing address" under the heading "Applicant".

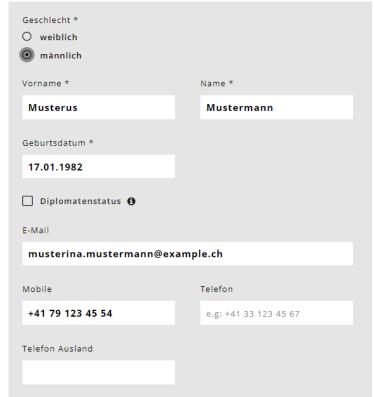
This field is now listed wherever the different billing address is used.

It is needed, for example, if the family's address is an organisation such as Social Services.



3.1. Applicant 2

Enter the personal details of the spouse or cohabiting partner.



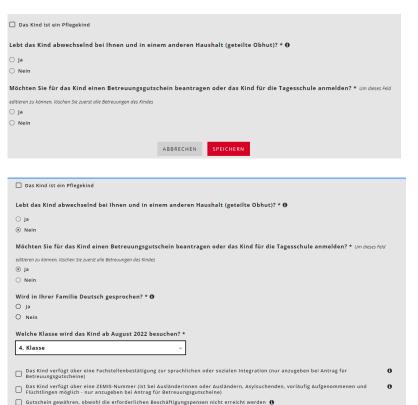
4. Children

Select the field

Enter the personal details of the child(ren) and the date of birth.



- The child is a foster child? If "Yes", the question appears: Do the applicants receive foster care compensation for the child?
- Does the child live alternately with you and in another household? Answer "no" no further information required. Answer "yes" = another question appears: "Do you file the application for this child jointly with the other person entitled to care?" Must be answered again with "yes" or "no".
- Would you like to apply for a childcare voucher for the child or register the child for day school? = Answer "yes"
- Is German spoken in your family? * This question is for statistical purposes only.
- · Select the class of the child
- Only tick the remaining three questions if something applies. Then provide evidence.



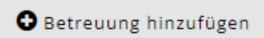
Important: Please enter ALL children who live in your household and for whom you can claim child deduction. Even if you do not want to register them for the day school, this information is important for the calculation of the family deduction.



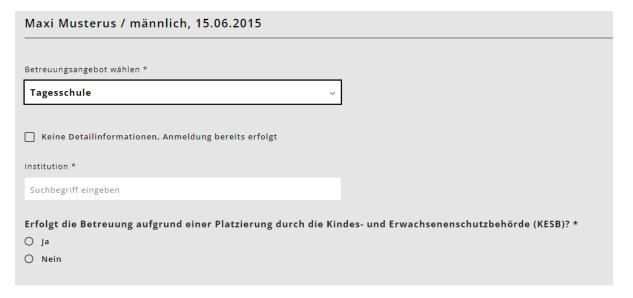
5. Support

Now you can select the desired care for the children entered. To do this, select the field Add care. This must be entered individually for each child.

Select "Day school" (Tagesschule) and institution "Day school Niederbipp" (Tagesschule Niederbipp) for the childcare offer. Then answer the question about the KESB placement.



ABBRECHEN SPEICHERN



When selecting the modules, be guided by both your child's timetable and your need for care. There are several options in some modules. Take a close look at the childcare times and choose the option that suits the timetable and your childcare needs.

5.1. Overview of the day school modules

Example of an application:

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag
Frühbetreuung früh (06.45 – 07.30)					
Frühbetreuung (06.45 – 08.20)					
Mittagsbetreuung (12.50 – 13.30)					
Na1 1 Lektion später (13.30 – 14.20)					
Nachmittagsbetreuung 1 (13.30 – 16.10)					
Nachmittagsbetreuung ganz (13.30 – 18.00)					
Nachmittagsbetreuung 1 mit Kindergarten 15:15 – 16.10)					
Nachmittagsbetreuung 1 mit 2 Lektionen Schule (15.05 – 16.10)					
Nachmittagsbetreuung 2 (16.10 – 18.00)					

Please read carefully our information sheet (Day School Ordinance) on registration and confirm that you agree with it by clicking on it.

1	Sind Sie sicher, dass Sie Ihr Kind definitiv anmelden wollen? Diese Anmeldung kann danach nicht mehr verändert werden. Sie können aber weitere Anmeldungen für andere Tagesschulen erstellen.
r	Nein Ja

As soon as you select "definitely register", you can no longer cancel the selected module for supervision.

The day school registrations (modules) can now be corrected. However, this is only intended for a correction before the school year. A change overwrites the original registration. This means that it is no longer possible to see what the original registration was. This change can be recorded by the day school.



6. Workload

This information is not necessary for day school registrations.

7. Financial circumstances

You will be guided through a questionnaire about your financial circumstances. Please have the documents listed under "Documents" ready.

Please make sure that you answer "YES" to the following question if you want a discounted rate. If you want the maximum tariff, you can select the answer "no".

Finanzielle Verhältnisse 2021
Beziehen Sie aktuell oder bezogen Sie im gesamten Jahr 2021 wirtschaftliche Sozialhilfe?
Wenn ja, müssen Sie Ihre finanziellen Verhältnisse nicht deklarieren. Falls Sie das Gesuch zu zweit stellen und nur eine Person Sozialhilfe bezieht oder im gesamten Jahr 2021 bezogen hat, müssen die finanziellen Verhältnisse deklariert werden. Bitte wählen Sie an dieser Stelle "Nein". *
Оја
• Nein
Wollen Sie einen vergünstigten Tagesschultarif beantragen? * 🖲
⊙ Ja, Einkommen und Vermögen deklarieren
O Nein, Verzicht auf Subventionen. Ich bezahle den Maximaltarif.
Haben Sie eine gemeinsame Steuererklärung 2021 mit Musterus Mustermann erhalten? *
⊙ ja
O Nein
Haben Sie Ihre Steuerveranlagung 2021 erhalten? *
⊙ Ja
O Nein

Important:

If possible, please complete the tax return before recording the financial circumstances. All necessary figures can then be taken from the tax return.

Enter all financial circumstances. These are needed to be able to calculate the tariff.

You can click on the info signs



and get more detailed information about what you need to enter.

In the case of married couples or cohabiting couples, the income is asked for one after the other. Pay attention to the title in KiBon.

There is now an interface to the tax system. You can find out how to use it at the very end of this guide.

7.1. Net wage

Enter net wage: item 2.21 of the tax return (form 2) or wage statement item 11

7.2. Other taxable income

Form 2, item 2.25 of the tax return (taxable income), unless included in net salary.





7.3. Replacement income

Daily allowances, pensions, other benefits from AHV, IV, ALV, EO, BVG, UVG, etc.; items 2.22 and 2.23 of the tax return (form 2)

7.4. Maintenance contributions received, insofar as these must be taxed

Maintenance contributions are included in the relevant income if they are taxable under cantonal tax legislation. Taxable under cantonal tax legislation (para. 2.24 of the tax return)





7.5. Independence

Enter net wage: item 2.21 of the tax return (form 2) or wage statement item 11

For self-employed persons, the income is calculated from the average business profit of the past three years. Enter the corresponding business profit or loss for each year. (Example: With business profits of CHF 50,000 (year 1), CHF 20,000 (year 2) and a loss of CHF -10,000 (year 3), the average business profit is CHF 20,000). If the average results in a negative result, the average business profit is CHF 0. If you were not self-employed in one of these years, the field is left blank. The system calculates the average business profit based on the years where a value was entered.



Sole proprietorships enter the business profit reported in the tax return on Form 9 (item 9210) or, in the case of self-employment in agriculture and forestry, on Form 10 (item 9210).

Limited partnerships, general partnerships and building societies as well as communities of heirs and co-owners enter items 8.1 and 8.2 of Form 8.

Taxpayers subject to withholding tax enter the profit from their income statements.

The business profit from the previous year, or from the current year in the case of a drop in income, must be filled in. Otherwise the person no longer counts as self-employed.

7.6. Gross income from movable and immovable property

Form 3, item 31 and Form 7, item 7.1. of the tax return Assets, securities, land and real estate

In addition to the flat-rate 5 percent of net assets, the effective taxable net income from movable and immovable assets is now also counted as chargeable income.

7.7. Net income from communities of heirs

Form 8, item 8.3 of the tax return.

7.8. Income that was settled in the simplified procedure

Income earned in the simplified accounting procedure and therefore taxed at source, e.g. from activities in household cleaning. No salary statement is available. The income is recorded in the tax return in form 2, item 2.25 (non-taxable income).

Enter net wage: item 2.21 of the tax return (form 2) or wage statement item 11.

Haben Sie ein Einkommen er	zielt, das im vereinfachten Verfahren abgerechnet wurde? * 🐧
<mark>⊙ Ja</mark>	
O Nein	
Einkommen, das im vereinfachten	Verfahren abgerechnet wurde *
I	

7.9. Maintenance contributions paid, insofar as these can be deducted from income for tax purposes.

Maintenance contributions, insofar as they can be deducted from income for tax purposes in accordance with cantonal tax legislation. Tax legislation, they can be deducted from the income for tax purposes. Item 5.1 of the tax return (form 5)





7.10. Deduction of debt interest

Form 4, item 4.3 of the tax return





7.11. Deduction of profit costs

Form 3, item 51 minus item 53, and Form 7, item 7.1 of the tax return.





7.12. Results Financial situation 2021

After all applicants have entered their financial circumstances, the result of the total financial circumstances of the relevant year appears on the next page.

Now enter the gross assets and the debts separately for each applicant in the boxes provided.

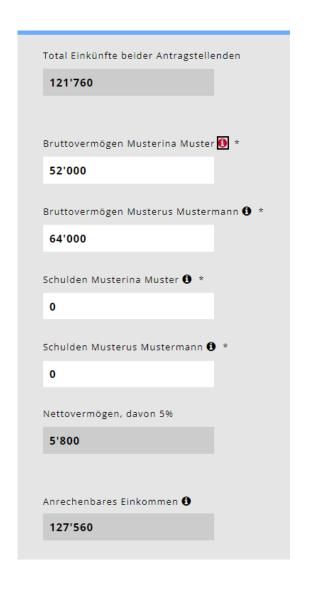
7.13. Gross assets

Assets on 31.12 of the relevant year according to the list of securities (form 3, item 32) minus business assets (form 3, item 53) plus other assets (form 4, item 4.1) plus tax value of endowment and pension insurance policies (form 4, item 4.2) plus tax value of real estate held as private assets (form 7, item 7.0).

Married couples with a joint tax return shall divide the gross assets for entry equally between the two applicants.

7.14. Debts

Debts on 31.12. of the relevant year according to form 4, item 4.3 of the tax return. Married couples with a joint tax return shall divide the debts for the entry equally between the two applicants.



8. Income deterioration

If you expect a significant deterioration of the relevant income for the following year and/or the following year, which will be more than 20% lower than in the current year, please tick Yes.

New: Hardship applications due to a reduction in income of more than 20 percent can now only be submitted by parents with a decisive income of less than CHF 80,000.

9. Upload documents

You will then be asked to upload all the necessary documents to calculate your financial circumstances. The application can only be reviewed and disposed of when all documents are complete.

- Please upload the documents in PDF format. There are now many free apps with document scanner functions.
- Label the documents with meaningful titles.
- In exceptional cases, the documents may be submitted in paper form.



9.1. Closing / Release Receipt

After completing the registration, you will receive the **release receipt**.

- Please print out, sign and hand in to the Niederbipp municipal administration or the Niederbipp day school by post or at the counter.
- The application cannot be processed without a release receipt.

Freigabequittung für die Periode 2020/2021 20.001421.169 Referenznummer Antragstellende Milli Musterhaus Maximilian Musterhaus Mustergasse 5 1234 Musterhausen Betreuungsangebote Kind Institution Referenz Maxi Musterhaus Tagesschule Niederbipp (Tagesschule) Mini Musterhaus Tagesschule Niederbipp (Tagesschule) Benötigte Unterlagen - Steuererklärung (2019)

Nachweis über Nettolohn, z.B. Jahreslohnausweise (2019, Milli Musterhaus)
 Nachweis über Nettolohn, z.B. Jahreslohnausweise (2019, Maximilian Musterhaus)
 Nachweis über Familienzulagen - soweit nicht im Nettolohn enthalten (2019, Milli Musterhaus)
 Nachweis über Familienzulagen - soweit nicht im Nettolohn enthalten (2019, Maximilian Muster

10. Confirmation of registration and calculation of financial circumstances

- As soon as the day school has accepted the care, you will receive a confirmation email.
- Once the finance department has checked your financial circumstances, you will receive a registration confirmation from the municipality with the hourly rate.

Important documents for the application

You will need the following documents to register for the day school and apply for a concessionary rate:

Timetable

Timetables of the children you would like to register for the day school. (You will receive them in May)

Net wage

Tax return or salary statement from employer

Family allowances and other taxable income

Tax return (form 2)

Maintenance contributions

Tax return and written agreement

Independence

Proof of business profit for the last 3 years (average)

Replacement income

Tax return or benefit certificate

Gross income from movable and immovable property.

Form 3, item 31 and Form 7, item 7.1

Net income from communities of inheritance

Form 8, section 8.3

Gross assets

- The status of the private assets as at 31.12. of the relevant year:
- + Assets List of Securities (Form 3, item 32)
- Business assets (Form 3, item 53)
- + other assets (form 4, item 4.1)
- + Tax value of endowment and pension insurance policies (form 4, item 4.2)
- + Tax value of real estate held as private property (form 7, item 7.0)

Married couples with a joint tax return divide the gross assets for entry annually between the two claimants.

Debts

• Tax return or statement of debt as at 31.12.

Maintenance contributions paid

Receipts or tax return

Contact

If you need help with registration or have questions about registration, enrolment or module selection, please contact the Day School. We will be happy to help you.

You can reach us at the following channels:

Phone: 032 588 07 15

E-mail: franziska.veraguth@schule-niederbipp.ch

Phone: 032 633 19 06

E-mail manuela.gygax@schule-niederbipp.ch

Various innovations and information can be found at https://blog.kibon.ch/

Interface to the tax system

From 4 April 2022, KiBon will have an interface to the tax system for the period 2022/23. This interface will make it easier for applicants to complete the application, as the tax data can be obtained directly from the tax system.

For this, the applicants must confirm that kiBon may access the applicants' tax data.



Provided the applicants confirm this, kiBon attempts to retrieve the financial circumstances directly from the tax system. If this is successful, the financial situation is automatically filled in for the applicants and can no longer be edited. No documents need to be uploaded either. Only the question on income in the simplified procedure still needs to be filled in.

Sind Sie einverstanden, dass die Angaben zu den finanziellen Verhältnissen aus den Steuerdaten abgerufen werden? * ①

Ja

Nein, manuelle Eingabe und Belege hochladen

Das Formular wurde automatisch anhand der Steuerdaten ausgefüllt.

Bitte beantworten Sie die Frage zum Einkommen aus vereinfachtem Verfahren.

In the case of two applicants, the eligibility question is asked for both applicants in the case of separate tax returns. Applicant 1 gives his consent directly in the application. Applicant 2 first needs a link to the BE login that was used to complete the tax return. Here, kiBon guides you through the process. This process is described below.

Caution: Data imported into kiBon may differ from the data entered in the tax return in TaxMe due to corrections already made by the tax administration. The most current status is always imported.

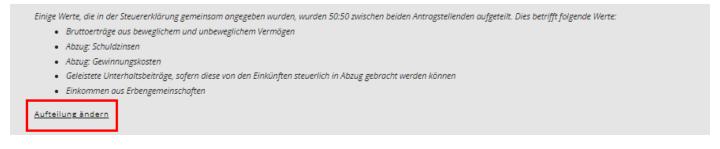
Question about the simplified procedure:

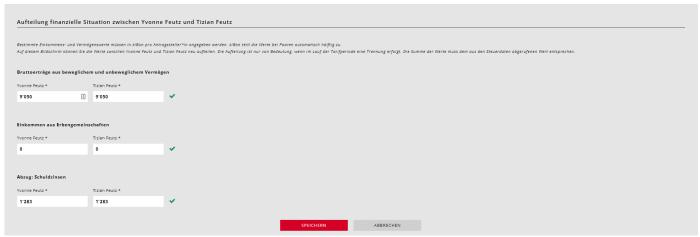
Here, the income generated in the simplified accounting procedure and therefore taxed at source, e.g. from activities in household cleaning, must be stated. The data must still be checked manually.

Haben Sie ein Einko	mmen erzielt, das im vereinfachten Verfahren abgerechnet wurde? * ᠪ
Ja	
O Nein	
Einkommen, das im vere	einfachten Verfahren abgerechnet wurde *

Change of apportionment for joint tax returns

If the query was successful and all data were imported from the tax system, the data can no longer be overwritten. The values that were entered jointly in the tax return are divided 50:50 between the two applicants. This division can still be adjusted by clicking on "Change division". The division is only relevant if a separation occurs during the tax period. The sum of the values must correspond to the value retrieved from the tax data.





Query not successful

There are cases where it is not possible to query the financial circumstances from the tax system. This may be due to the following reasons:

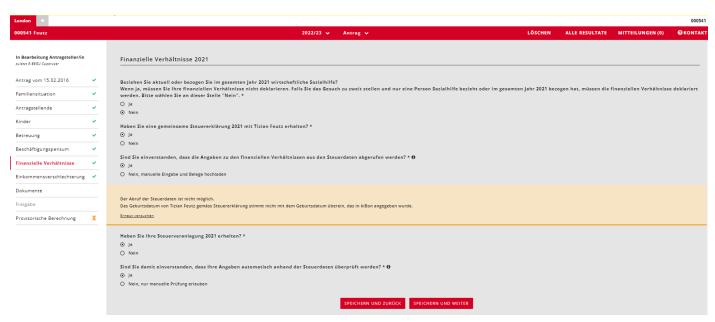
- there is no ZPV number (which is stored with the tax return) linked to the BE login.
- a different e-mail address is used for kiBon than for the login in TaxMe (two different BE-Login created)
- TaxMe has not yet been linked to the BE login
- the tax return has not yet been completed
- (Attention: After the release of the tax return in TaxMe, it may take a few days until the query can be successful)
- date of birth is incorrectly stored in kiBon
- the applicants are taxed at source
- it is an in-year case
- married claimants: Jointly filed tax return, but indicated in kiBon that the tax return was filled in alone
- Two claimants: Date of birth of applicant 2 does not match that of the tax return (other partner).
- The corresponding reason is displayed in kiBon.

If the query on the tax system is not successful, the applicants must fill in the financial circumstances manually as before.

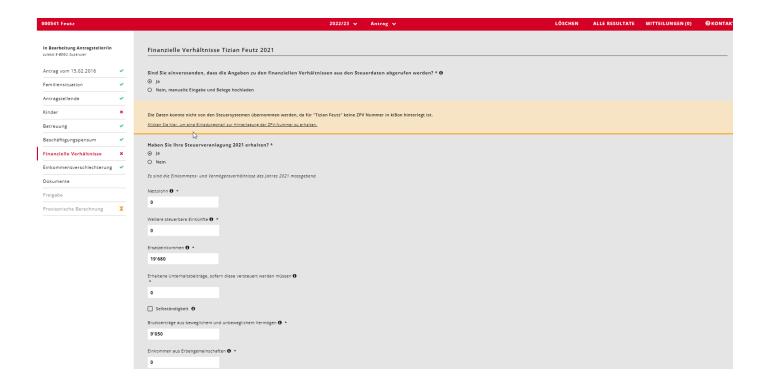
In this case, the municipality must continue to check the financial circumstances on the basis of the uploaded documents (tax return, salary statements, certificates, etc.) in order to process the application.

Query Try again

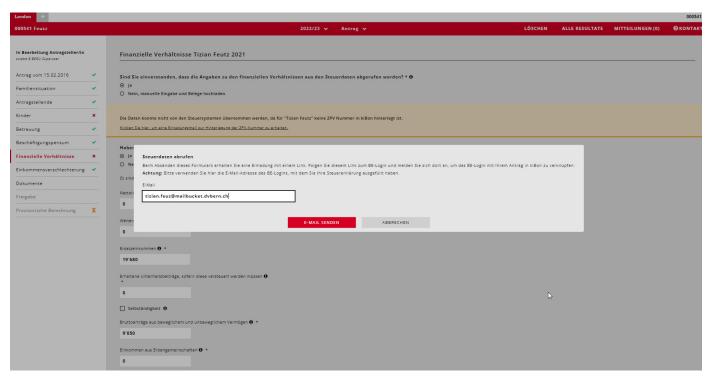
If the problem for the unsuccessful query can be solved directly (e.g. correct wrong date of birth, correct question regarding sole tax declaration, etc.), the query can be started again:



If the ZPV number is not linked to the BE login, a message will appear stating that this can be done. Applicants must click on "Click here to receive an invitation email":



Now the e-mail address can be entered with which the BE login for the tax data was created:



Thus, the applicants receive an invitation with a link to this e-mail address.

Guten Tag

Sie haben die Verknüpfung Ihres kiBon-Antrags mit einem zweiten BE-Login beantragt, um die Steuerdaten abzurufen.

Achtung: Stellen Sie bitte sicher, dass Sie im BE-Login nicht mehr eingeloggt sind.

Über die untenstehende Schaltfläche erlauben Sie den Abruf Ihrer Steuerdaten:

BE Login verknüpfen und Abfrage der Steuerdaten erlauben.

Nachdem Sie sich beim BE-Login eingeloggt haben, werden Sie auf kiBon zurückgeleitet, wo Ihr Antrag mit dem BE-Login verknüpft wird.

Freundliche Grüsse

kiBon - Team

Dies ist eine automatisch versendete E-Mail. Bitte antworten Sie nicht auf diese Nachricht.

Clicking on this link will take you to the BE login, where you can log in to link the BE login to your application in kiBon. Afterwards, you can try the request again.

Check financial situation at a later date:

With the consent of the applicant, the municipalities can automatically check the information on the financial circumstances as soon as the tax assessment is available. This function is still being implemented. The canton will inform the communes as soon as more information on the process is available.