

Employees residing in Denmark

Note: SDU staff and students cannot receive fees.

To use this form, you must have a Danish NemKonto and a Danish CPR-number. If you do not, you must use either the form for recipients residing in Europe or the form for recipients residing outside Europe.

The following information must be completed by the **employee**:

Full name											
CPR-number							—				
TIN-number *											
Street											
House number					Floor						
Postal code					City						
Main employment											
Are you permanently affiliated with a university?	Yes, as an employee No Yes, as a student If yes, which university: _____										

* The TIN number should **ONLY** be provided if you reside **outside** Denmark. Instructions for finding the TIN number can be found [here](#)

Date: _____

Signature: _____

The form must be sent to the institute for further processing

The following information must be completed by **the institute**:

Dato for arbejdets udførelse		Stillingsnummer	
Beskrivelse af bedømmelse	Professor Lektor Eksterne lektorer Adjunkt	Doktordisputats Licentiaafhandling/PhD Prisafhandling	
Antal bedømmelser		Navn	

Underkonto									
Artskonto	1	8	1	1	7	2			
Omk. Sted									
Formål									
Projektnummer									
Analysenummer									
Omk. Sted 2									

Dato: _____

Underskrift*: _____

* Skal underskrives af en underskriftbemyndiget med ret til at anviser løn bilag jf. [SDU's regnskabsinstruks](#)

Blanketten sendes af instituttet til: loen@sdu.dk

Blanketten skal indeholde underskrift fra medarbejder og institut, inden den sendes til Løn.