



Invoicing procedure

Below please find a description of the invoicing procedure for your pension fund contributions. Please take a moment to read through the information.

How will my contribution accounts be organized?

For each customer, we will maintain a separate contribution account as a current account. This will be debited and credited with your BVG contributions and payments.

When will the contributions be invoiced?

- Contributions owed will be invoiced at the end of the quarter.
- Invoicing for the final quarter will take place on December 1 enabling you to pay before year-end.

Until when will notifications be taken into account?

- Notifications received and processed in the current quarter will be taken into account in the following invoice.
- If the notification concerns a past quarter, it will also be taken into account in the next invoice.
- Changes you send us after December 1 will be included in the final invoice at the beginning of January.

By when do I have to pay?

- The payment deadline is 30 days after the invoice date.
- If payment is not made on time, the employer shall owe default interest.
- The contract account must be balanced at the end of the insurance year.
- Any credit balance on the contribution account will be offset in the next invoice.



Please use the payment slip with reference number included with the invoice. Important: Please update any standing orders accordingly. Thank you.

Timeline and due dates

