



WIRTSCHAFTSWISSEN

FÜR JEDERMANN LEICHT GEMACHT

SINCERE

WELCOME

Do you feel the same?

You have financial difficulties. This is about how you deal with the money you earn.

In this brochure you can inform yourself and make yourself smarter in the economic area.



“Money is the opposite of the weather.

Nobody talks about it, but everyone does something with it.”

Rebecca Johnson



TABLE OF CONTENTS

THE WIWI PROJECT IS A FINANCIAL PROJECT.
IN THIS TRAINING PROGRAM YOU CAN LEARN IMPORTANT
INFORMATION THAT WILL EXPAND YOUR FINANCIAL
KNOWLEDGE.

CHARACTERS	01.	ACCOUNT	02.
CARDS	03.	NEW PAYMENT SYSTEMS	04.
SAVE UP	05.	HEALTH INSURANCE	06.
RENTAL CONTRACT	07.		

01

CHARACTERS



MAIN CHARACTERS

In all modules we show figures.

The figures are all from the Middle Ages. It's more fun and more interesting.



The Farmer

That's you, if you are a male.

The Midwife

That's you, if you are a female.





The Mayor

He always comes to explain difficult technical things to you.

EXACTLY / SPECIFIC

The Judge

He always explains something important to you **IMPORTANT!**



The Knight

He'll always explain something to you **DANGER/CAUTION!** has to do.



02

ACCOUNT





ACCOUNT ?

Today you can not live longer without an account:

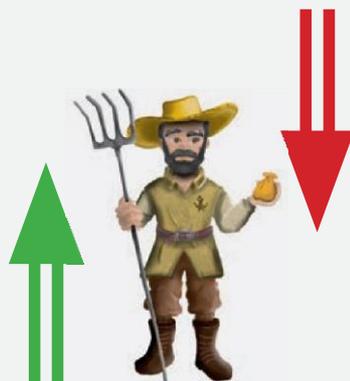
- Many payments are processed electronically.
- Without an account, it is not easy to conclude insurance or rental contracts.
- You cannot shop online without an account.

We call this a classic bank account, often called a giro account. You can open an account in the bank.

An account [bank account] is basically like a purse:

Cash receipts are:

- salary
- support services (e.g. unemployment benefit, child money)



Unfortunately, there are many more exits:

- Rent
- electricity, water, gas
- telephone / internet
- purchases
- Cash from the ATM
- insurances



Where is The account

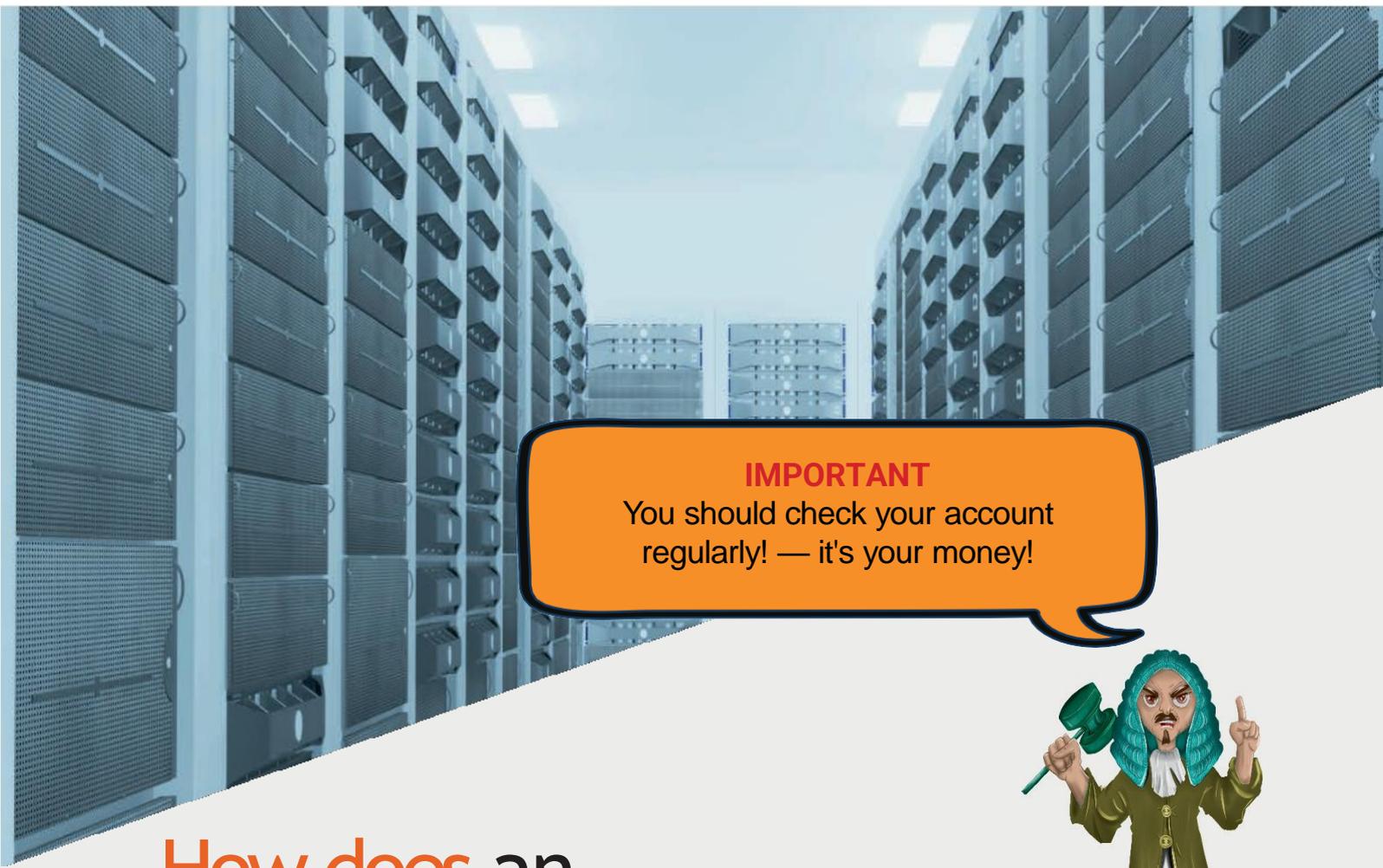
Accounts are digital and managed in a computing center. The banks nowadays give this to service providers such as **fiducia**.

How to open An ACCOUNT?

You have to open the account at a bank or in some countries also at the post office. You can also open your account on your computer or with your smartphone.

At banks with branches or at the post office, you can also go to a branch. With online banks, this is only possible online on the provider's website.

To open an account you have to identify yourself/legitimate yourself. Please bring your valid ID with you.



IMPORTANT
 You should check your account regularly! — it's your money!



How does an ACCOUNT work ?

control in the account

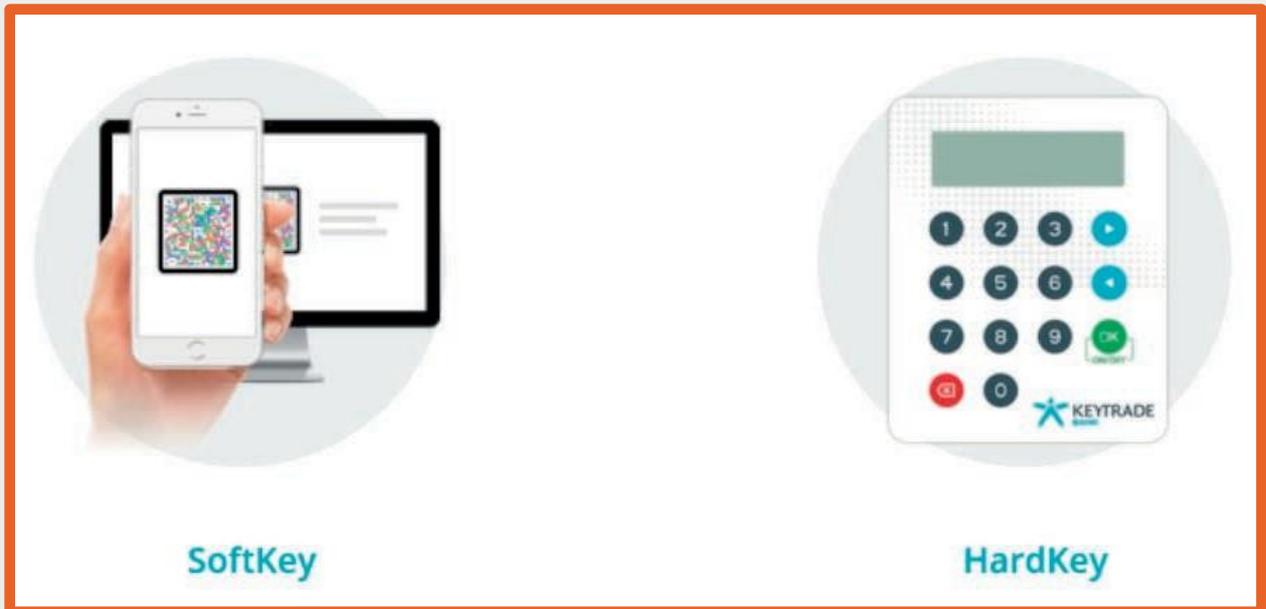
To see how much money is in your account or what has been booked, you use the bank's online banking website. Or their app for your smart phone.

There you log in with your PC or smartphone. Your bank always sends you the access codes by short message after you have opened your account.



You can see your current account balance in the banking app or the website.

Today you don't need to wait long time for account statements from the post office. You can view your account online at any time. There you can see your current account balance and all incoming and outgoing payments. That means how much money you have available.



What is Online-Banking?



Security is important when it comes to online banking. In recent years, the standards for this have been greatly increased. Today you usually have to confirm your actions digitally two or three times. You have a:

Access Code: this is a "login" name to identify you in online banking.

PIN with softkey/hardkey: You can use a small device from your bank. You will get a numerical code that you have to enter. This code is randomly generated and is usually only valid for 1 minute.

You can usually transfer small amounts without a PIN.

IMPORTANT
The PIN in online banking is NOT the same PIN as for |
your bank card



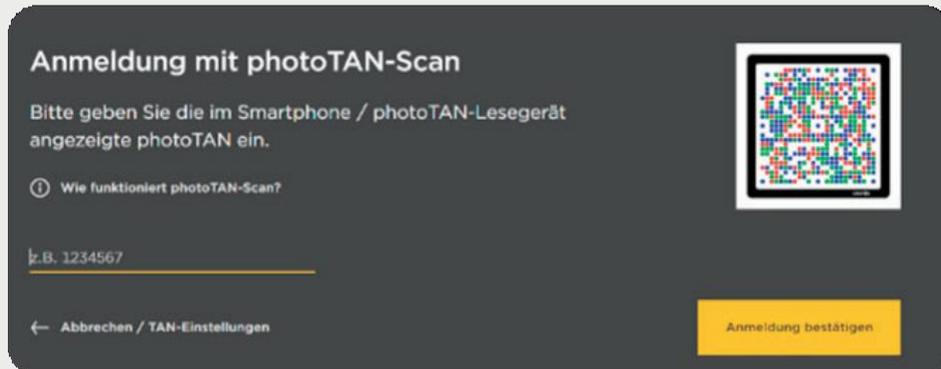
SOFTKEY FOR YOUR SMART PHONE:

You have to install the banking app, which means you use a softkey.

Here you simply have to use the app on your smartphone to select the colored field

Scan [Photo-TAN] and then quickly enter your PIN for the banking app.

Here, too, the Photo-TAN is randomly generated and you only have 1 minute to do it. But don't worry, if you need longer, you can simply repeat this and you will get a new colorful picture.



EXACTLY/ SPECIFIC

TAN means transaction number. And for every transaction such as logging in, transfer, changing data, you have to complete it with a TAN. Long lists used to be sent out on paper or plastic cards. Today it's easier and much safer with Photo-TAN.

IMPORTANT

You have to remember your access code and your PIN.

It's not all that complicated and everything works very well with the internet and apps on the smart phone.

You have to be sure that you always have enough money in your account.

We will discuss how to do this in MODULE 4.





DANGER/CAUTION

Online banking has many advantages, but there are also dangers. You must be very careful that others do not access your account without permission.

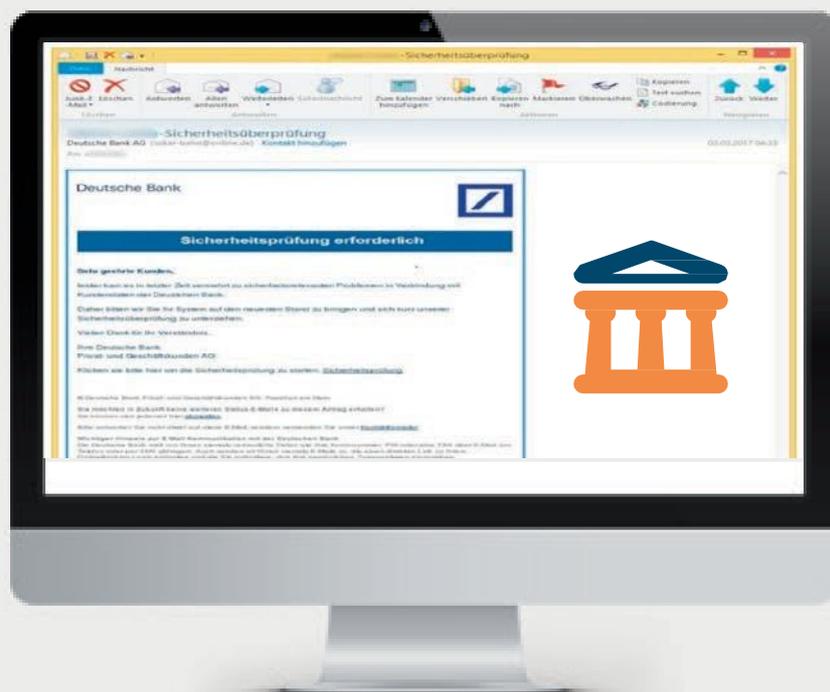
These are hackers who want your money.

The hackers try to get your account information and your PIN.

If the hackers have this data, they empty your account. Unfortunately, by the time you notice this, all your money may be gone.

How do they do it? The hackers will send you an email. These are called phishing emails. This email looks like it comes from your bank. But it doesn't come from the bank, it comes from the hacker!

If you click on the link in the mail, you will not be taken to your bank's website but to a hacker website. This looks like the one from your bank.



Sehr geehrte/r [REDACTED]

jüngst hat die Regierung der Bundesrepublik Deutschland ihr 130 Milliarden schweres Konjunkturpaket verabschiedet.

Dieses bringt für Sie als Endverbraucher unzählige Vorteile mit sich, wie z.B. der Erhöhung von Freibeträgen, Erstattungen und vieles mehr.

Der wohl größte Vorteil ist die Herabsetzung der Mehrwertsteuer von derzeit 19% auf zukünftig 16%.

Für eine Bank wie uns, bedeutet dies zweifelsohne auch gewisse Anpassungen in unseren Systemabläufen.

So werden beispielsweise die monatlichen Kontoführungsgebühren vorübergehend abgeschafft.

Wenn Sie von der Abschaffung profitieren möchten, folgen Sie bitte der unten angezeigten Schaltfläche und führen Sie die entsprechenden Schritte durch. Nach Abschluss des Vorgangs werden Ihnen automatisch die oben genannten Gebühren erlassen.

Weiter

Bitte beachten Sie, dass diese positiven Anpassungen befristet sind. Wir empfehlen Ihnen daher eine zeitnahe Durchführung.

Mit freundlichen Grüßen

Ihr Service-Team

Diese E-Mail wurde am 7. Juni mit dem Betreff "Neue Nachricht zu Ihrem Konto" verschickt.



Phishing-Mail



Sehr geehrte Kunde,

sie haben (1) wichtige nachricht !

Wir bedauern, Ihnen mitteilen zu müssen, dass wir Ihr Konto zum Schutz von Ihnen eingeschränkt haben. Diese Sicherheitsmaßnahme wurde wirksam, da Sie unsere Sicherheitsanwendung noch nicht aktualisiert haben. (S Identity-App)

Um weiterhin sichere Zahlungsdienste anbieten zu können, müssen wir unsere Sicherheits-App aktualisieren. Bitte aktualisieren Sie die Sicherheits-App sofort. Es fallen keine Kosten für Sie an.

<https://coding.sparkassen.co.at/wps/portal/retail/en/login>

Freundliche grüße

Ihre erste Bank & Sparkasse
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Spam-Mail

All these emails and pages are fake. The hackers only want the access data. You can actually tell by the email if the @ is not followed by the same web address as your bank. Or at the latest when you go to this fake hacker website.



IMPORTANT

Therefore, always be careful with such emails and it is best to always use your bank's banking app.

EXACTLY/ SPECIFIC

These **phishing emails** always ask for your access code and PIN. You can already see from the website address [URL] that this mail does not want to send you to your bank's website, but to a completely different website.

Your bank never sends you an email or asks for your access data. **Never!** Not even on the phone!

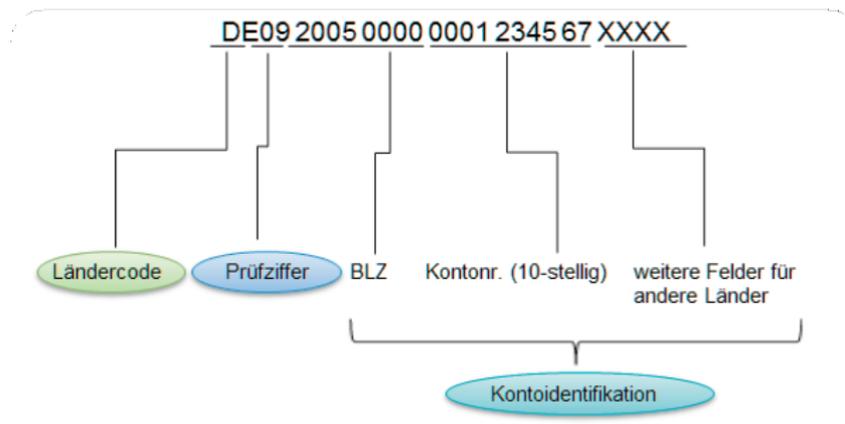
It is best to delete such emails immediately!



MONEY INCOME

The receipt of payment (salary, children's money, etc.) comes automatically.

You must inform your employer and the authorities of your account number, i.e. IBAN number.



If someone should give you money, i.e. make a transfer, you only have to enter your IBAN number.

MONEY OUTPUT

You have to activate the expenses yourself, i.e. make a transfer or a standing order or pay with cards.

Many banks will then show you what you spent your money on.

So you always have an overview.

There are three options for your expenses:

1. transfer
2. Standing Order
3. debit



Transfer

When you receive an invoice, such a form is often included.

SEPA-Überweisung / Zahlschein

Für Überweisungen in Deutschland und in andere EU- / EWR-Staaten in Euro.

Name und Sitz des überweisenden Kreditinstituts

BIC

Begünstigter / Zahlungsempfänger: Name, Vorname/Firma (max. 27 Stellen, bei maschineller Beschriftung max. 35 Stellen)

1 2 3 H O L D I N G

IBAN des Begünstigten (max. 34 Stellen)

DE42 7612 3987 0000 3920 29

BIC (SWIFT-Code) des Kreditinstituts des Begünstigten (8 oder 11 Stellen)

Betrag: Euro, Cent

123,45

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Überweisenden - (nur für Begünstigten)

WiWi Project Budget

noch Verwendungszweck (insgesamt max. 2 Zeilen à 27 Stellen, bei maschineller Beschriftung max. 2 Zeilen à 35 Stellen)

Kontoinhaber / Zahler: Name, Vorname/Firma, Ort (max. 27 Stellen, keine Straßen- oder Postfachangaben)

Ü.Cak

IBAN

DE44 2315 2689 5465 35 08

Datum

01.06.2023

Unterschrift

You can either fill it out by hand and send it back. Or you can fill it out straight away using online banking or your banking app on your smartphone.

EXACTLY/ SPECIFIC

By the way **SEPA [Single Euro Payment Area]** means that you can use it to make transfers throughout Europe. Hence the long IBAN and the BIC. Everything in EURO, of course, but Switzerland and England also do this with their Swiss francs and English pounds.



Inlandsüberweisung

▶ Vorlagenverwaltung		▶ Transaktionshistorie		? Hilfe		▶ BLZ suchen			
Empfänger Name:	<input type="text"/>								
Konto-Nr:	<input type="text"/>			BLZ:	<input type="text"/>				
bei (Kreditinstitut):	(automatisch)								
Betrag:	<input type="text"/>			EUR					
Verwendungszweck:	<input type="text"/>			<input type="text"/>					
Verwendungszweck:	<input type="text"/>			<input type="text"/>					
Kontoinhaber:									
Konto:	<input type="text"/>						▼		
Vorlage speichern:	<input type="checkbox"/>	<input type="text"/>							
						✖ Löschen		▶ Prüfen	

If you fill this out online or with the app, you can save all the data of the payment recipient. Then you don't have to enter them again if you have to pay an invoice for the same recipient again.

Standing Order

For regular - mostly monthly - expenses in the same amount as your rent or your fitness center contribution, you have to set up a **standing order**. Then it will be automatically debited from your bank account.

Debit

Insurance companies and electricity and gas suppliers prefer to do it the other way around. They will debit the insurance premium or the bills from your account.

This is called a direct **debit order** or **direct debit**. All you have to do is tell these companies your account number or IBAN number. They will usually also send you a form that you have to fill out with your account number. After that, you don't have to transfer each invoice individually.



Wann mache ich eine Überweisung, Dauer-Auftrag oder Abbuchung?

Fangen wir mit der Abbuchung an: Das ist für Dich bequem, weil automatisch für laufende Zahlungen wie Strom und Gas, Versicherungen, Auto-Steuer. Die Unternehmen buchen automatisch von Deinem Konto ab – das machen aber nur große Unternehmen.

**OK
UND WAS MUSS ICH
DANN NOCH
ÜBERWEISEN?**

Mit dem Dauerauftrag bezahlst Du automatisch Deine Miete, Fitness-Center usw. Das muss aber immer der gleiche Betrag sein



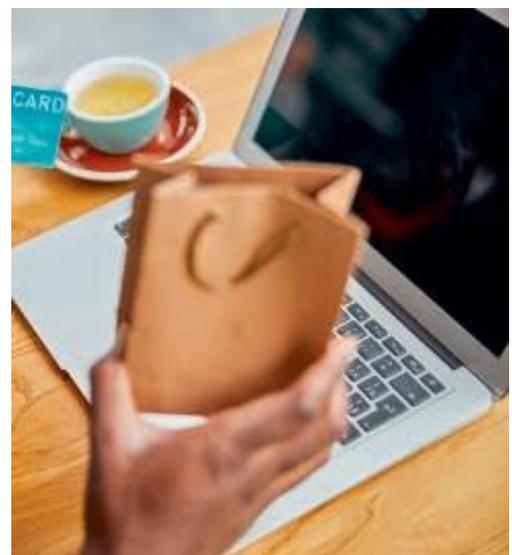
Eine Überweisung musst Du machen, wenn Du eine Rechnung bekommst für eine Online-Bestellung, Finanzamt, Gemeinden. Außer da steht drauf „wird abgebucht“. Ansonsten musst Du das selber überweisen.





03

CARDS





What are CARDS ?



Cards are plastic money that you can use to pay.



Prepaid credit card



Master credit card



Maestro credit card

- Cards have a PIN that only you know.
- Cards must be blocked if stolen or lost.
- With cards you can go shopping/shopping online/withdraw money at home and abroad.
- Cards are safer than cash.

The Bank Card

The bank card belongs to your account. You can use it to withdraw money from ATMs:



Here you need your bank card and PIN.

The PIN is a four-digit number
for example 9516 or 7643

The bank will send you this by post.



There are cards where you can change the PIN:

1. Go to an ATM.
2. Put the card in.
3. Select "Change PIN". Unfortunately, this is not possible with all cards. It depends on your bank.

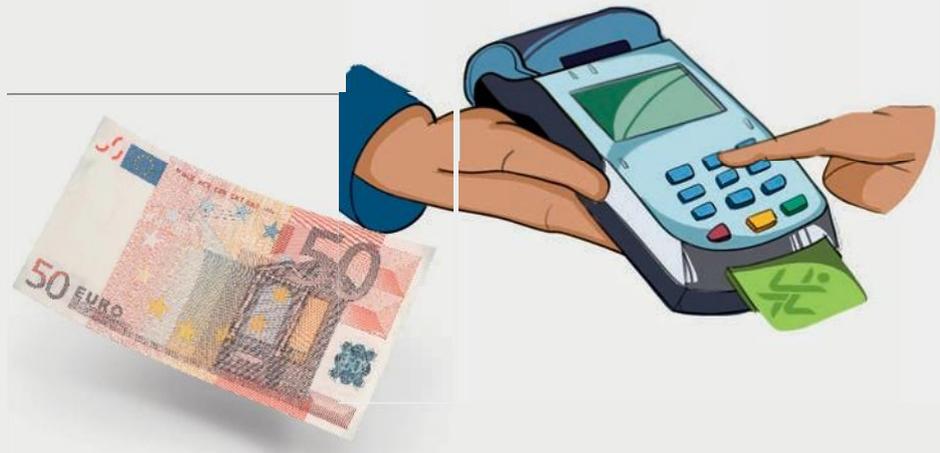


IMPORTANT

Never write your PIN on your card! Never put a letter with a PIN in your wallet! If a stranger has your card and PIN, they can use it to pay anywhere!

You can also use your **bank card** to pay for your purchases in most shops.

Up to €50, you just have to hold the bank card up to the payment device in the shop. You don't need to enter a PIN. If the purchase is more expensive, you also enter your PIN.



EXACTLY/ SPECIFIC

The technology is called **NFC = Near Field Communication = near field communication**. The chip in the bank card is used for this, to which the **card device** establishes wireless contact.

The payment device at the merchant must have this symbol:



IMPORTANT



If you lose your bank card, tell the bank immediately! They will block your card. Otherwise someone else will buy with your card! You can have your card blocked by telephone or on the Internet [online banking].

EXACTLY/ SPECIFIC

The bank card is a "**debit card**" and you can use it to pay almost anywhere. There must always be money in your account. This is checked directly from a purchase of €50.00. This is not checked for less than €50.

But this is not a credit card where you have an advance – this is called credit – you get when you have no more money in your account.



Pay with an app?

Your bank probably has an app. Simply download and fill in your data.

If you have this app on your smartphone, simply hold your **smartphone** with the open app up to the retailer's payment device.

EXACTLY/ SPECIFIC

NFC is also used here.
This time, of course, from the chip of the smartphone.



What is a credit card?

If you have a regular income (salary or cash income), you can apply for a credit card from your bank or from other companies, such as Amazon [FL: Coop or Migros].

Then you get an advance – that's your loan. Usually as high as your monthly salary - e.g. €1500. You can also shop with it.

Your credit card says either VISA or MasterCard. Those are the two major credit card companies.



If you pay by credit card, it is always checked whether you are still in your credit of €1500. If the credit is used up, you can no longer pay with the credit card.

Everything you pay for with your credit card is debited from your account once a month.

You may have filled up with it a few times and bought some clothes for a total of €500. However, this will not be debited from your account until the following month.

WICHTIG!
IMPORTANT!



You have to be careful because you won't see this immediately on your account. If you already have less than €500 in your account, you will be in the red. Then it gets expensive! Because from now on you have to pay high interest rates. That is often more than 10%. If you don't manage to get back into the plus from the minus €500, because the other things such as rent, insurance, etc. are also debited, then it will quickly cost you €50 per year
Interest: $€500 \text{ €} \times 10\% = €50$ in interest.

A credit card is also important when traveling abroad. There, most banks, hotels and shops do not accept your basic bank card. But you don't want to take a lot of cash with you.

Can't get a credit card? There are also prepaid credit cards. They look the same.



You transfer the amount from your account to the company with the prepaid card. Then this is no longer a loan because you have already transferred it. But you also have a credit card.

Prepaid cards are also more secure because you can't spend more money than you previously transferred.

IMPORTANT



With your credit card you get credit for your purchase, which you cannot always afford. If there is not enough money in your account, you are in debt. And you have to pay interest.

Wann nehme ich meine Bank-Karte?



Die Bank-Karte nimmst Du für Deine kleinen, täglichen Einkäufe

Das Geld sollte auch auf Deinem Konto sein.



BANKAUTOMAT!



KARTE!

KREDITKARTEN

Und auch wenn Du im Ausland besonders außerhalb Europas bezahlst - also im Urlaub z.B. die Hotel-Kosten.

Die Kredit-Karte ist für große Einkäufe wie PC, Smart-Phone, Möbel.



OK - und wann nehme ich die Kredit-Karte?



KREDIT-KARTEN sind sehr nützlich!

What do the tickets cost?

The bank card should actually be free. But there are also banks that charge up to €10 per year for your bank card.

Credit cards always have an annual fee. But these are also available free of charge from many banks and companies such as Amazon [FL: Coop or Migros]. But then you have to pay with it more often.

Your dealer always pays the costs without you noticing. So don't be surprised if you sometimes can't pay with a credit card at a retailer. Then he doesn't want to pay the cost. But you still have your bank card for that.

IMPORTANT



Nothing is free!

And especially not the banks. Don't order credit cards everywhere just because they're advertised as free. Fees are often hidden in the contracts, and who reads the small print?



04

NEW
PAYMENT SYSTEMS



NEW

PAYMENT SYSTEMS ?

There are alternative payment systems for online shopping. You can pay faster and easier, on the Internet and also at the checkout in shops.



PayPal, Google Pay, and Apple Pay [FL: Twint] are some well-known providers. PayPal acts as an intermediary when shopping online. PayPal handles the purchase for you.

You do not have to log in with your bank account and your bank details will not be passed on to the online shop.

Pay-Pal can be connected to an account, a credit card and/or bank card.

IMPORTANT



To use these payment systems (Google Pay, Apple Pay and PayPal), you need a credit card or bank card. Some banks, e.g. Sparkasse in Germany, now also offer Apple Pay with a bank card [debit card]. You have to look that up at your bank's website.

EXACTLY/ SPECIFIC

All of these payment services earn money with each of your purchases, whether online or in store. The dealer has to pay a small commission. That's between 1% to 2% per purchase. Your price does not increase – as I said – the retailer pays for that. That is why there are also many online shops, but also shops that do not accept any of these payment services. If you pay with your bank card [debit card], the merchant often only has to pay a 0.25% fee.

But you don't really care about these fees. These payment apps actually only bring advantages to you as a customer.



WIWI LEICHT GEMACHT

ZAHLUNGS-SYSTEME



LEICHT ERKLÄRT



Was ist der Vorteil von den neuen Zahlungs-Systemen Apple-Pay, Google-Pay und PayPal?

Damit kannst Du einfacher bezahlen. Die sind auch sicher. Deine Daten werden nicht verbreitet und Dein Konto oder Deine Karte können nicht kopiert werden.

Klingt gut. Gibt es auch Nachteile?

PayPal

ONLINE ZAHLUNGS-SYSTEME



OK. Dann muss ich das regelmäßig kontrollieren. Oder ich schaue in der App nach. Da steht auch drin, was ich bezahlt habe.

Na ja. Das muss natürlich mit Deinem Konto oder Deiner Karte verknüpft werden. Du siehst nicht sofort auf Deinem Konto, wofür Du Geld ausgegeben hast. Das wird nur einmal im Monat abgebucht.





05

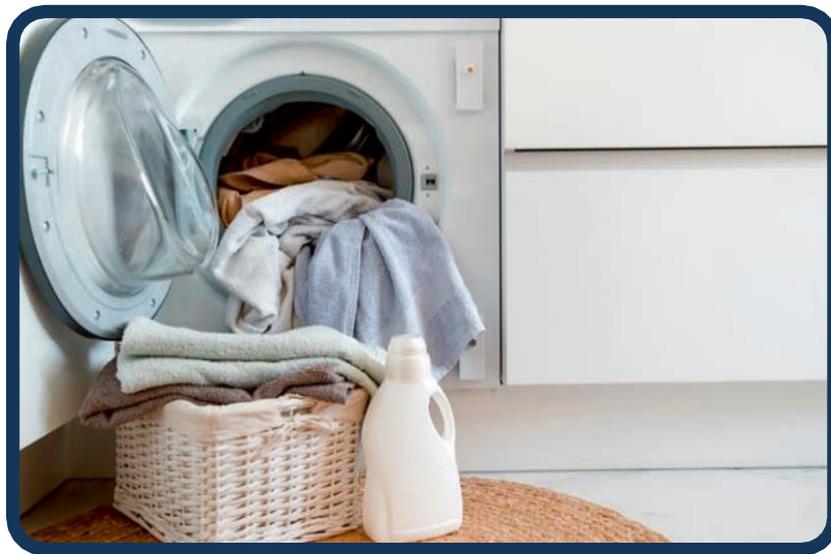
SAVE UP



SAVE UP

With the account and cards you can buy anything you want and all your expenses such as rent, electricity, insurance, etc. will be debited automatically.

However, you should also save a little money regularly so that you have a reserve. You need this reserve, or reserve, if your television or washing machine suddenly breaks down. Then you need a few hundred euros very quickly, which you don't have in your bank account at that time.



Or you want to save up to buy something big, e.g. a car.



The best way to save is to open your own account – a savings account. It used to be called the savings book, but the book no longer exists because everything is online and digital today.

Was ist der Vorteil vom Sparen?

Und wie mache ich das?

SPAREN!

Das kommt auf ein eigenes Konto. Damit nutzt Du das nicht für deine Ausgaben.

Einfach einen Dauerauftrag von Deinem Konto auf Dein Sparkonto mit einem festen Betrag jeden Monat einrichten. Dann wird Dein Geld jeden Monat gespart.



Klingt gut. Was ist der Nachteil?

Naja, Sparen ist nie ein Nachteil. Aber das Geld ist jetzt auf Deinem Sparkonto. Darauf funktioniert Deine Karte nicht. Ist auch gut so. Wenn Du das Geld dann für eine plötzliche große Anschaffung brauchst, musst Du es einfach wieder auf Dein Konto überweisen.

In order to set up a standing order, you simply have to fill out an online form, just like for your rental. For your savings account, you decide how much money you want to save per month, e.g. €70.

Dauerauftrag

Konto: DE84699699971008800049 Hermann Testkunde Girokonto

Saldo in EUR: **21.488,94 H** online-verfügb. Betrag in EUR: 19.224,35 H

Empfänger: [Aus Vorlage](#)

Sportverein e.V. + Mehr

IBAN/Kontonummer: DE52901695855190000000 BIC/BLZ: wird befüllt

Bei Kreditinstitut: Wird automatisch gefüllt Betrag in EUR: 150,00

Verwendungszweck: Mitgliedsbeitrag Nr. 12345 + Mehr

oder Kundenreferenz:

IBAN Auftraggeber (Kontoinhaber): DE84699699971008800049 Auftraggeber (Kontoinhaber): Hermann Testkunde

Ausführung: Tag Monat Jahr Turnus

Erstmals am: 1. Dezember 2014 jährlich

Ausführung bis: -- unbefristet

Als Vorlage unter folgendem Namen speichern:

Eingaben prüfen Eingaben löschen Zurück

Unfortunately, you will not receive any interest on your money in the savings account. This will remain the case for the next 5 to 10 years. That's why you should only use the savings account to save up for the purchase of new things or perhaps a vacation trip. The savings account is your digital savings pig.



In Module 5, we will show you how to save more money for your old age.



06

HEALTH
INSURANCE



HEALTH INSURANCE

The most important insurance for you is health insurance. That's why we're talking about this insurance now. We will discuss other insurances in MODULE 3.

Health insurance is required by law in many countries. And that's just as well. Everyone gets sick, and you should also go regularly to check-ups and to the dentist.

Fortunately, health insurance is controlled by the authorities in each country. However, there are differences in the tariffs of the health insurance companies. That depends on the services and the country, i.e. what does the health insurance company pay for and what you have to pay for yourself.

The good news is that your children are automatically insured with the statutory health insurance companies until the end of their training.

<p style="text-align: center;">COUNTRY</p> <hr style="width: 10%; margin: auto;"/>	<p style="text-align: center;">What is the Principle</p> <hr style="width: 10%; margin: auto;"/>	<p style="text-align: center;">What to pay</p> <hr style="width: 10%; margin: auto;"/>	
<p>ITALY</p> 	<p>In Italy you must have a “Codice Fiscale” to use the state health insurance fund.</p> <p>The state health insurance is deducted directly from your salary</p>	<ul style="list-style-type: none"> • house doctor • Chronic disease medication with placebo drug • operations • hospital stay • Emergency Dental Doctor • Surgery on the eyes (no laser) 	
<p>BELGIUM</p> 	<p>In Belgium health insurance is a compulsory insurance</p>	<p>Doctor visits and operations are always paid for. But there is also supplementary insurance for teeth and glasses</p>	
<p>LIECHTENSTEIN</p> 	<p>There is compulsory health insurance in Liechtenstein. You can choose between 3 insurance providers. Employees have accident insurance, otherwise they have to pay for it themselves. The state pays part of the health insurance. Those who earn little are entitled to a premium reduction from the state.</p>	<p>Only treatments from a recognized service provider. You always pay part of the doctor's bill yourself.</p>	

<h2 style="text-align: center; color: #E67E22;">Pay yourself</h2> <hr style="width: 25%; margin: auto;"/>	<h2 style="text-align: center; color: #E67E22;">Miscellaneous</h2> <hr style="width: 25%; margin: auto;"/>
<ol style="list-style-type: none"> 1. Pay yourself <ul style="list-style-type: none"> • Tooth doctor prescription drug • Ophthalmologist (Routine) 2. Partial payment with „Ticket“ <ul style="list-style-type: none"> • Blood draw 	<p>In Italy you pay a "ticket" to get specialists and medical examinations and treatments.</p> <p>These vary from €0 (for pensioners, the unemployed, children under the age of 6, chronic illnesses) to €75.</p> <p>The ticket is a self-participation that can be used at the end of the year as a cost for the annual statement.</p>
<ul style="list-style-type: none"> • Co-payment for medication 	
<ul style="list-style-type: none"> • dentist • glasses 	<p>Children up to the age of 16 pay nothing for their health insurance.</p>

<p style="text-align: center;">COUNTRY</p> <hr style="width: 10%; margin: auto;"/>	<p style="text-align: center;">What is the basic principle</p> <hr style="width: 10%; margin: auto;"/>	<p style="text-align: center;">What to pay</p> <hr style="width: 10%; margin: auto;"/>	
<p style="text-align: center;">AUSTRIA</p> 			
<p style="text-align: center;">GERMANY</p> 	<p>In Germany, every employee who earns more than €450 a month has health insurance. Every employee can choose their own statutory health insurance. The employer then has to arrange and pay for everything. You are then also immediately insured in the event of an accident, unemployment, pregnancy, a long illness and if your boss goes bankrupt.</p>	<p>Everything that is important and good for your health is paid for. You pay a maximum of €10 for each important medication. When you are in the hospital, you pay €10 per day.</p>	

	<h2>Pay yourself</h2> <hr/>	<h2>Miscellaneous</h2> <hr/>
	<p>What is not really important (e.g. a vaccination for your holiday trip, beautiful new teeth, a new pair of glasses) you have to pay for yourself.</p>	<p>Your family (marital partner and children) is also insured.</p>

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The health insurance does not pay for some medicines at all, the so-called over-the-counter medicines. You have to pay for them in full yourself. But these are mostly medicines that you don't necessarily need to treat a disease, like e.g. headache pills.

IMPORTANT



There are additional or private health insurances for this

- Dentist, tooth replacement – i.e. artificial teeth and implants
- Ophthalmologist and glasses
- alternative medicine

You then have to pay an additional contribution or premium. This can be useful if you often need new glasses or have problems with your teeth.



IMPORTANT



Your children and spouse are not automatically included in the supplementary insurance. The supplementary insurance only applies to the persons who are on the contract.



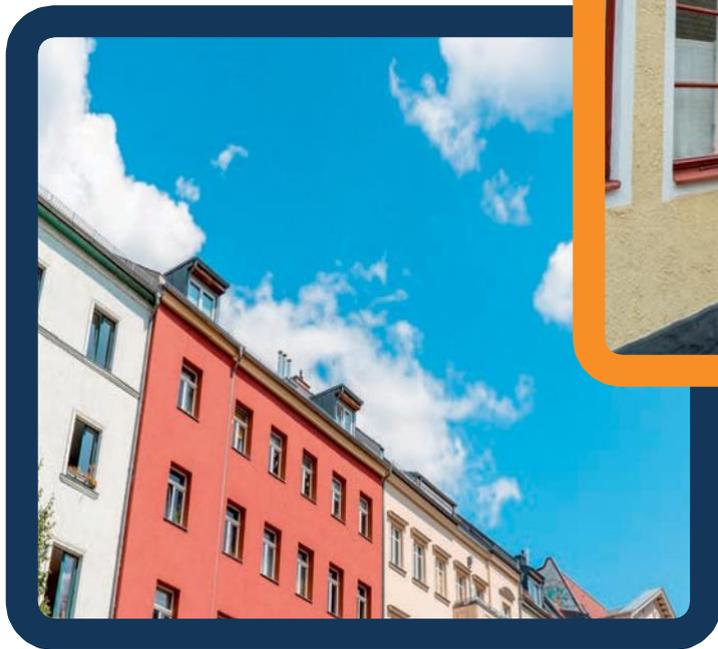
07

RENTAL CONTRACT



RENTAL CONTRACT

If you don't own an apartment or a house, then you rent an apartment or maybe even a house.



To do this, you have to sign a rental contract. And unfortunately this can be very complicated.





Everything is regulated in the rental contract. Let's start with the cost of renting an apartment. They are always calculated per month.

Basic rent

You can use the apartment for this - most apartments are without furniture, but there are also apartments with furniture, which is then called "furnished 650 €

Additional costs for elevators, house master, outdoor light e.g. €80

Here you have to look carefully. This is also known as "second rent". Fortunately, this is not the case for all apartments, but often in large **multi-family houses**. If the **additional costs** are low or non-existent, it may also be that you have to clean the stairwell every month, or you have to mow the lawn.



Garage

e.g. 30,- €

Rent apartment in total

e.g. 760,- €

And then of course there are your own costs for:

internet and phone

e.g. 60,- €

electricity, water, heating

e.g. 150,- €

TOTAL

Apartment costs all complete per month

Total: 970,- €

There are also apartments that are rented "warm". Then it is already included in the **basic rent** and is called rent "warm". However, this usually only applies to apartments in a single-family home where the landlord can also live.

IMPORTANT



This apartment is advertised in the newspaper or on the internet with a "cold" rent of €650. But you also have to pay the additional costs. Now you have to consider whether you can pay €760 every month.

Note that all costs and your basic rent will become more and more expensive over the years.

EXACTLY/SPECIFIC

There are 2 options for paying additional costs:

1. In addition to the actual rent, you pay a lump sum (i.e. an unchanged sum) for the additional costs - as described in the example.
2. You pay the actual costs incurred. They are billed at least once a year.

If nothing is provided for in the contract, the payment of the costs actually incurred always applies.



<p style="text-align: center;"><u>Country</u></p>	<p style="text-align: center;"><u>Terms</u></p>
<p>ITALY</p> 	<p>„Affitto locale” basic rent</p> <p>Costi aggiuntivi or Costi di Condominio— Extra costs</p> <p>“Cauzione”o “Deposito” – Deposit</p>
<p>BELGIUM</p> 	<p>indexing</p>
<p>LIECHTENSTEIN</p> 	<p>Security deposit = rental deposit Indexed rental interest</p> <p>Notice period</p>
<p>AUSTRIA</p> 	
<p>GERMANY</p> 	

Law

Contracts are mostly 4 years + 4 years. This means that the basic rent remains the same for the first 4 years, and if you have the flat-rate option for the additional costs, these also remain fixed.

After the 4th year, the basic rent will be increased as agreed in your contract.

In Belgium, the basic rent is indexed - this means an adjustment to an index published by the Ministry of Economic Affairs. This is based on the rising costs of health care.

1 to a maximum of 3 months rent is paid into a special bank account. If this is stipulated in the **rental contract**, then the landlord can increase the rent if general costs increase (country index of consumer prices)

If you want to cancel the apartment, you must give written notice 3 months in advance to the end of a month (unless something else has been stipulated in the contract).

In Germany there is a rent-price brake in some cities. Then your rent may not be increased - at least for the next 5 years. The basic rent can then increase. In other communities, the basic rent can (but does not have to) be increased by your landlord every 15 months. That's what the law says.

As shown above with the rent, you need electricity and gas for heating and hot water. When you move into an apartment or house, you have to sign these contracts. This always applies if your apartment also has its own gas and electricity meter. This, now applies to most new apartments, where is the rent too *is cold.



In some countries the energy monopoly still exists. Your price is the base price + the provider's profit: The base price is set by the state. Often they offer a good price for the first 6 months and then it is automatically increased. Ask what the price is after 6 and 12 months.

IMPORTANT



With your own **additional costs**, you can do little against price increases. Unless you change the provider of your **energy contracts**.

Changing the energy provider works like this:

There are always several suppliers of electricity and gas. Switching is very easy with an online form. But the decision is mostly difficult and you have to decide what you want:

- Fixed price every month or variable price based on current electricity or gas prices?
- Can you cancel at any time or do you commit to 1 or 2 years?
- Should the electricity be "green", i.e. come from renewable sources, or also nuclear and coal-fired power?

Fortunately, there are tariff calculators on the Internet in all countries. you can search or click on the website of the Verbraucher-Schutz-Zentrale [VSZ].

[not applicable in FL]

In addition, the landlord usually wants a deposit from you. That's money he can only use if you break something before you move out. If nothing breaks, you get the money back in full. But you have to transfer this to the landlord when you move in. That's usually 2 rents cold. In our example, this is $2 \times \text{€}650 = \text{€}1300$.

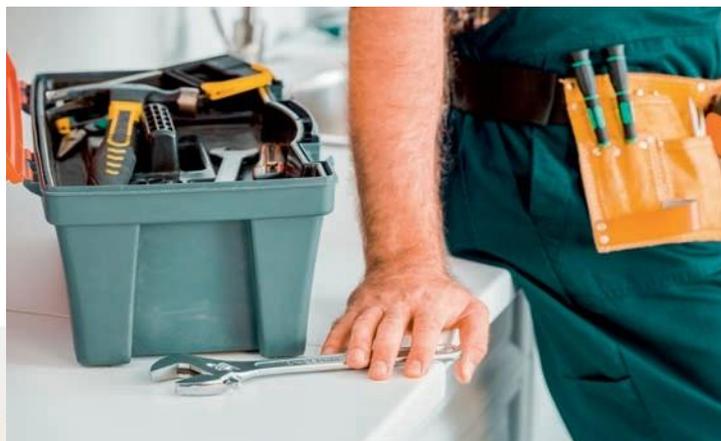
IMPORTANT



There may be other costs if you already live in the apartment or want to move out again. So ask the landlord and look at the rental contract:

- Do you have to pay for small repairs yourself and up to what amount? (self-participation)?
- Do you have to renovate everything when you move out?

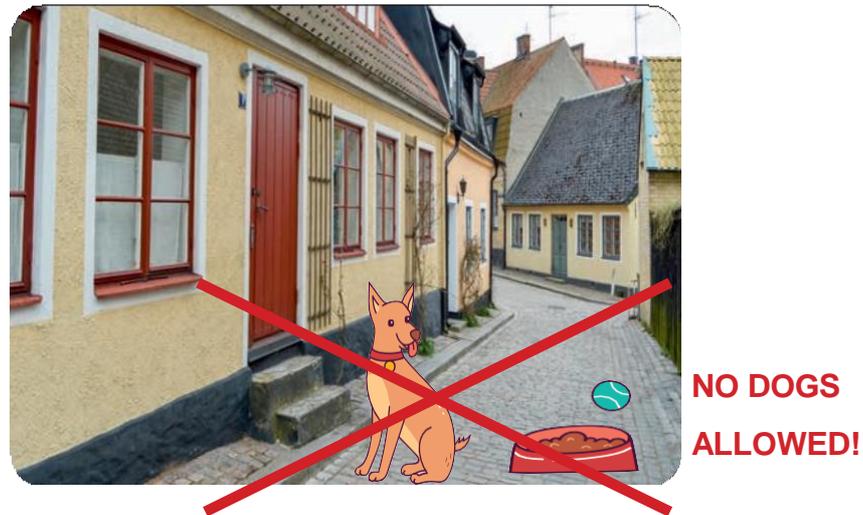
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It may also be that your boyfriend or girlfriend is not allowed to move in with you. Or they can move in and then you have to pay more rent.



And first, of course, you have to inquire whether you are allowed to keep your pet in the apartment.



Renting is very expensive, and if you don't have a large income, you'll need to set aside a third or, in expensive cities, up to half of your net income.

By the way, sometimes you can even buy things like the kitchen from the previous tenant. That's called a discount. Here you absolutely have to negotiate. The landlord has nothing to do with this. Your previous tenant bought it and now wants to resell it to you. That can quickly cost €1,000, or around €3,000 for a built-in kitchen. You can sell it to the next tenant after you move out. But now you have to pay for it before you move in. In some areas, the landlord buys the kitchen, carpet, and other items. They belong to the apartment and you don't have to pay anything for them.

In northern Germany it is common for the landlord to provide the tenant with a kitchen, carpets, bathroom etc. at no additional cost.





WAS KOMMT NOCH ALLES AN KOSTEN BEI EINER WOHNUNG DAZU?

AUF JEDEN FALL EINE KAUTION!"

IST DAS DANN ALLES?

LEIDER NEIN - OFT KOMMT NOCH EIN ABSCHLAG FÜR DIE KÜCHE VOM VORMIETER DAZU - DAS KANN TEUER WERDEN





This product has been funded with support from the European Commission.
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