



TFE Service

URSSAF makes your formalities easier

January 2022



Au service de la protection sociale

URSSAF TFE service

(foreign company title)

reduces social formalities linked to employment of employees. **Joining means benefiting from a free service offer**, designed solely on the web.

Who is the service for?

The URSSAF TFE service is for companies with no place of business in France. To employ people in France, such businesses must be registered with the URSSAF foreign companies department (SFE), and their employees – whatever their nationality or place of residence - subject to the Régime Général of the French Social Security system.

This service allows for all employees, and whatever the type of contract they are employed under (open-ended contracts (CDI), fixed-term contracts (CDD), etc.).

Advantages

A single statement

- to complete your formalities related to hiring:
pre-employment declaration (DPAE), work contract.
- for the compulsory social protection bodies:
URSSAF, unemployment insurance, supplementary pension fund depending on the collective agreement, provident fund, supplementary pension and paid leave fund for the building industry

A single payment

for the mandatory social contributions owed to the above mentioned institutions to the Urssaf.



How? on tfe.urssaf.fr

- join the TFE service online
- contact :
 - **the social security bodies to which you belong.** Complete a registration file (without registration fees or additional contributions). This will ensure that your employees are entitled to benefits and that your company's file is properly managed.
 - **the occupational health service.**
 - **the following bodies, depending on national collective agreement applicable to your company in France:** provident fund, health care, supplementary pension, and the holiday pay fund for construction industry of Ile de France (CIBTP-IDF).
- If your employee has 'executive' status, membership of a provident fund for death cover is compulsory.

When?

- **at any time:** you can join TFE service, including for employees that are already in your company. It is optional. However, if you use it, you must report all your employees in France exclusively through this service.
- **if your employment plans are not yet certain:** we advise you to anticipate your membership. This does not commit you but allows you to validate your file and use this service as soon as your project becomes concrete.



Use and benefits

on www.tfe.urssaf.fr :

The contract

You fill in this form to complete all hiring formalities in a single data submission.

You have to file this form before actually hiring your employee-to-be. Then it is both « Déclaration préalable à l'embauche » (DPAE) and, once signed by you and your employee, the contract of employment.

The Employee Wages form («Volet social»)

You fill in this form with the information needed to calculate the social security contributions and social welfare taxes payable for your employee.

You must file this form in order to help the TFE service to work out the amount of these contributions, allowing for any relief to which you are entitled.

What does TFE do?

From the rate transmitted by the tax authorities:

- management of the withholding tax on income ;
- calculation of the amount to be deducted from your employee's working income ;
- then informs you of the amount of net salary after tax that you will have to pay. You will be deducted by Urssaf from the amount of the deduction at source (if your employee is taxable) at the same time as the social security contributions.

Based on your declarations, the TFE service produces the Nominative Social Declaration (DSN) and manages the deduction of income tax at source for your employees. It provides you with pay slips, summary statements by type of contribution and tax certificates for your employees in your employer's area.

How your employees' contribution and income tax are paid?

The contribution statement

(“décompte de cotisations”)

Our national center will send you an email whenever a contribution statement is uploaded to your employer's area. The statement lists the total amount of contributions due, as well as the amount of your employees' income tax (if they are liable to income tax).

Two possibilities for making payment:

- **If you have a bank account in France,** the payment will be debited directly from your account on the 15 th of the following month,
- **If you have no bank account in France,** you should pay by international bank transfer to the Urssaf Alsace at the beginning of the month following the receipt of the statement of contributions.

The contributions you pay as an employer finance medical expenses, family benefits, basic and complementary pensions, unemployment insurance and death and disability insurance for your employees.

Advantages of **tfe.urssaf.fr**

- You sign up to the service and make your declarations online.
- You can file your declarations up until the last minute and immediately receive a certificate acknowledging registration of your declaration.
- You can print your employees' pay slips the day after entering the pay details.
- You receive e-mail notification from the TFE center as soon as any new document is posted in your Employer area.



URSSAF assists you



Contact our advisor on:

0 806 802 633 ➔ Service gratuit
+ prix appel

Tel: 00 33 (0) 806 802 633

To find out more about:

- URSSAF TFE service
www.tfe.urssaf.fr
- registration of your company
www.foreign-companies.urssaf.eu