RETRIBUTIONS AND PERSONAL TAXES

Scope

This document includes information that can help understand your UDC payroll, salary costs, and tax declaration in Spain.

The content is based on the questions that are received at UDC, please if your question is unanswered in this document do not hesitate to contact.

It includes 2 sections:

- Your UDC payroll (including explanations on gross salary and deductions)
- The Income Tax Annual Campaign "Declaración de la Renta"

Your UDC payroll

Servizo de Retribucións, Seguridade Social e Acción Social
UNIVERSIDADE DA CORUÑA

Traballador/a Unidade Centro CCC	Your complete name Department Location	Posto Antigüidade NASS Código	Your category Contrat starting date Social Security Number Staff Numer NIF: NIE Number

Período de liquidación: xaneiro de 2025	Total días cotizados: 30

Concepto	Unidades	Valor base	Devindicado	A deducir
SOLDO	30,00	base salary		
PAGA EXTRA XUÑO	5,00	proporcional extra payment		
TOTAL RETRIBUCIÓNS DINERARIAS			Gross salary	
COTA SEGURIDADE SOCIAL				Social security deduction
RETENCIÓN A CONTA DO IRPF	taxes percentage	Gross salary		Taxes deduction
TOTAL DEDUCIÓNS				Total of deductions

Total devindicado	Total deducións
Gross salary	Total deductions
Total líquido	Net salary

Grupo de cotización	01
Remuneración mensual	Gross salary
Pagas extraordinarias	
Base incapacidade temp.	
Maternidade e risco emb.	
Total	Gross salary

	Achega do/a traballador/a			Achega da empresa		
	Base	%	Achega	Base	%	Achega
Continxencias comúns	Gross salary	4,70		Gross salary		
AT e EP cotas IT IMS	Gross salary			Gross salary		
Desemprego/FOGASA/FP	Gross salary	1,65		Gross salary		
H. extra normais						
H. extra forza maior						
Aport.Cot.Adicional MEI	Gross salary	0,13		Gross salary		
				Axustes		0,00
Totais						

Forma de cobro: Transferencia IBAN Bank account number

The extra payments: 12 or 14 instalments:

In Spain, all workers have the right to receive at least 14 salary payments per year. Two of these correspond to extra payments, one for the summer season (usually paid in June) and another for the winter season, typically paid just before the Christmas holidays.

Spanish labor regulations allow employers to distribute these two extra payments proportionally throughout the year, adding them to the monthly salary. The total annual income remains the same, but it is paid in 12 instalments instead of 14. UDC typically pays in 12 instalments.

Gross salary:

- Gross salary is your salary before deductions
- The amount is shown in the hiring call (it can be annual or monthly per 12 instalments)

Net salary:

- Net salary is your salary after deductions
- The amount is what you receive at the end of the month in your bank account

Taxes percentage (IRPF)

Depending on your personal situation and the salary you receive, a different percentage will be deducted from your gross salary. This deduction is shown on your payroll and is set by the Spanish government.

Typically during the first months of your contract the percentage applied by default tends to be low, and is adjusted later on. The final adjustment is made with Spanish Tax Offices (Hacienda) on the year declaration.

If you are being charged a low percentage (less than 14%) or an unusually high percentage (e.g. more than 28%), please contact the retributions office, as they can provide you with more detailed information about your situation: nominas@udc.es

Social Security tax

As you probably already know, Spain has a Social Security System that funds various services such as the National and Regional Health Systems, the pension scheme, unemployment benefits, and more.

A fixed percentage of your gross salary is deducted for these contributions, typically around 7%. The remaining Social Security contributions are covered and pai for by the employer.

This is a visual example of the salary distribution in Spain:

<table>
<tr>
<td>Net Salary
= Gross salary minus deductions</td>
<td>IRPF Contribution.
Deducted from the gross salary
Varies between 2% and >28%</td>
<td>Social Security employee.
Employee contribution. Deducted from the gross salary
Around 4,7%</td>
<td>Social Security employer.
UDC contribution
Around 32%</td>
</tr>
<tr>
<td colspan="3">← Shown in the main section of your payroll →</td>
<td>Paid separately. Shown informatively in your payroll</td>
</tr>
<tr>
<td colspan="4">← Total cost assumed by the UDC →</td>
</tr>
</table>

The Income Tax Annual Campaign “Declaración de la Renta”

In Spain taxes are automatically applied to products, services, and salaries. In terms of salaries, the tax applied is IRPF, which means “Tax on the income generated by the physical persons”.

Once a year, there is a procedure called the Income Tax Campaign (in Spanish, "Declaración de la Renta"). Through this declaration, all residents in Spain regularize the tax situation and **a balance is calculated between the taxes deducted monthly via the payroll the year before, and the taxes the person has to pay according to the personal situation**.

For example (and please consider this is a rough simplification), if according to your personal situation (number of children, etc.) you are expected to pay a tax of 15% of your gross salary to the Spanish tax services but the UDC applied a deduction of 12%, you will be required to pay the 3% difference. If, on the contrary, the deduction applied to you was excessive, the Spanish tax services will return the excess amount to your bank account.

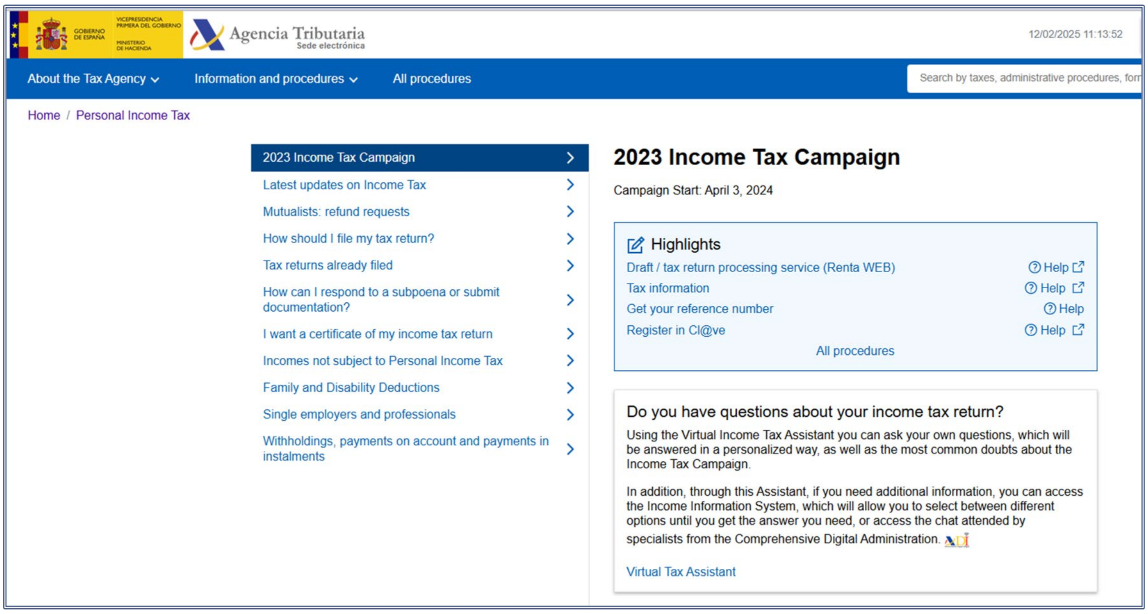
This declaration is mandatory if:

- You have lived in Spain for more than 183 days in the previous calendar year.
- You have had two or more employers in the previous calendar year.
- Your annual income exceeds a certain minimum (it varies each year, but for 2025, the minimum was 22.000 euro/year).

If you have already completed this procedure the previous year, you can log in to the Hacienda website https://sede.agenciatributaria.gob.es/Sede/en_gb/inicio.html check the draft and confirm it if you agree with it.

The first time handling this process can be quite challenging: although it is possible to complete it online through the AEAT website, the procedure is not particularly user-friendly even for Spanish residents, which makes it advisable to schedule an appointment with the Agencia Tributaria or seek assistance from organizations that offer free support for this process.

Alternatively, you can hire a tax advisor or specialist who can handle the procedure on your behalf.



Useful links and contacts

Email Euraxess UDC: euraxess.vit@udc.es

Website Euraxess UDC: https://www.udc.es/es/euraxess/

Website HRS4R UDC: https://www.udc.es/es/hrs4r/

Email Retributions and Social Security Unit at the UDC: nominas@udc.es

Spanish Tax Agency: https://sede.agenciatributaria.gob.es/Sede/en_gb/inicio.html

Website Social Security Spain: https://www.seg-social.es/wps/portal/wss/internet/Inicio