

Federal Central Tax Office

RETURN ADDRESS:

Stadt Leipzig 04317 Leipzig Prager Straße 136

Personal Identification Number:

General information:

[www.identifikationsmerkmal.de](http://www.identifikationsmerkmal.de)

Date

**Allocation of Identification Number in accordance with Article 139b of the Tax Code (AO)**

Dear Sir/Madam,

The Federal Central Tax Office has allocated you the Identification Number 14 501 267 933. This will be used for taxation purposes, and is valid for life. You are therefore requested **to keep this letter in a safe place**, even if at the present time it is not intended that you should be engaged in taxation matters.

Please quote your Identification Number when making any applications, declarations, or notifications to the tax authorities in respect of Income/Wages Tax. For the time being, please give your Tax Number, together with the Identification Number as notified.

The following details are on record at the Federal Central Tax Office under your Identification Number, in accordance with the information from the Residents Registration Authority responsible for you with regard to other routine matters:

01:  
02:  
03:  
04:  
05:  
06:  
07:  
08:  
09:

01 = Title, surname; 02 = Married name; 03 = Life partnership name; 04 = Surname at birth; 05 = Forenames;  
06 = Sex; 07 = Full address; 08 = Date and place of birth; 09 = Country of birth (completed if born abroad)

If you discern any errors in the stored information, please contact the authority indicated above under the RETURN ADDRESS. As a rule, this is the Residents Registration Authority responsible for you. Please also take note of the **notifications on the reverse** of this letter.

Best regards

Your Federal Central Tax Office

See overleaf for additional notifications.

## **Notifications regarding the Identification Number**

### **Meaning and purpose of the Identification Number**

Every person receives an 11-digit Identification Number to allow for unambiguous identification in respect of taxation procedures. This number will not change if a person changes address or marries. The number remains allocated to the person for life. It does not contain any information about you, or the tax authority concerned. The number is a precondition requirement for improving the use of electronic data processing and making it more economical.

### **Allocation to children**

We would ask for your understanding in that the Identification Number is also allocated to children. This is a requirement, because there may be reasons for a tax obligation to be instituted even from birth.

### **Use of the Identification Number**

The Identification Number will replace the Tax Number for matters related to Income Tax. It is to be used for all applications, declarations, or notifications to the tax authorities in respect of Income Tax. To make procedures easier, please first additionally provide your previous Tax Number. For other types of tax (e.g. Value Added Tax, Motor Vehicle Tax, Inheritance and Gift Tax, Property Transfer Tax), please continue to use the previous Tax Numbers exclusively.

You will be kept informed of further steps in the introduction and use of the Identification Number in taxation procedures by way of updated leaflets and by forms in the electronic procedure (e.g. ELSTER).

Please bear in mind that the tax authority responsible for you cannot take your Identification Number into account immediately in all procedures, as the sole allocation feature. A transition period will therefore be required during which your Tax Number will be used together with your Identification Number.

### **Use of the Identification Number in payments to the tax authorities**

When making a payment, for the time being please continue to use your Tax Number. If you are sent a transfer slip, please make use of this or adopt the details regarding the purpose of use if making online payments.

The most convenient way of making payments is by joining the Direct Debit scheme. This ensures, in all cases, that your account will be debited at the earliest on the date the payment is due. There is no risk any longer of incurring default or delay penalties or surcharges. Amounts which are collected for Income Tax will in the first instance continue to be shown in bank account statements or in deduction notifications with the Tax Number and period.

### **Wages Tax**

The Wages Tax allocation feature (eTIN) used up to now will be replaced by the Identification Number. This will meet one of the preconditions of an electronic Wages Tax procedure, which will in future allow for the cardboard Wages Tax card to be done away with.

**Tax certificates**

If tax certificates are to be sent to the tax administration on your behalf in connection with Income Tax demands, your Identification Number will be used for the data transfer. By way of example, reference may be made to the sending of pension receipt notifications in accordance with Article 22a EStG (Income Tax Law).

**Economically active persons (e.g. commercial entrepreneurs)**

In accordance with Article 139c of the Tax Code, in future an Economy Identification Number will also be issued for economically active persons. Independent business people and self-employed persons will therefore receive an Economy Identification Number as well as their Identification Number. Until this is introduced, for business-related taxes (e.g. Value Added Tax, Trade Tax) please continue to use the Tax Number.

**Keeping this letter in a safe place**

Even if your taxation circumstances mean that at the present time you do not need to use your Identification Number, please keep this letter in a safe place. The Identification Number is of major importance to you with regard to future taxation matters (such as, for example, when establishing an employment relationship).

**General information**

General information about the Identification Number is available on the Internet at: [www.identifikationsmerkmal.de](http://www.identifikationsmerkmal.de). Any further queries about the Identification Number can be readily answered by the Tax Info-Center of the Federal Central Tax Office (An der K ppe 1, 53225 Bonn) on telephone number 0228/406-1240, Mondays to Fridays from 08.00 to 16.00.

If calling from abroad, please dial +49 228 406 1240.