

# Notification of changes in own bank details (IBAN) for refunds from tax authorities

Please notify the relevant tax office in writing of any changes to your bank details (IBAN).

## Competent Department

- [Finanzamt Bremen](#)
- [Finanzamt Bremerhaven](#)
- [Landeshauptkasse Bremen](#)  
[Finanzkasse und Vollstreckungsstelle](#)
- [Finanzamt Bremerhaven - Einheitliche Erhebungsstelle](#)
- [Finanzamt Bremerhaven](#)  
[- Grunderwerbsteuer -](#)

## Basic information

Written form when notifying a change in the taxpayer's own bank account.

## Requirements

Requirements In order for the tax authorities to be able to carry out any refunds promptly, the current bank details (IBAN) must be known to the Bremen or Bremerhaven tax offices.

## What documents do I need?

- Notification of own bank details with IBAN and, if applicable, BIC
  - Signed notification of bank details with IBAN and BIC (in the case of income tax, from both spouses, if applicable) or transmission via MyELSTER in the "Change of bank details" form in the "Applications, Objections and notifications" section.
  - BIC is only required if the bank details are foreign.
- Tax number

Indication of the tax number on the letter regarding the bank details.

## Procedure

Procedure Tax refunds are determined by the Bremen or Bremerhaven tax office in the tax assessment notice. The tax office transfers the credit to the bank account specified for refund purposes to the persons entitled to the refund. For this purpose, the bank account

must either be specified in the tax return or communicated in writing or on the Internet via My ELSTER.

This notification of the current bank account must be in writing (fax is also acceptable) and signed (in the case of income tax by both jointly assessed spouses). Via the Internet, notification is only permitted via My ELSTER in the form "Change of bank details" in the section "Applications, objections and notifications". Notification via a simple e-mail or telephone is not permitted.

### **What deadlines must be paid attention to?**

Changes in bank details should be reported to the relevant tax office as soon as possible.

### **How long does it take to process**

1 day The written notification of the bank details is immediately forwarded to the responsible office in the tax office and entered by them into the EDP, so that they are available at short notice.

### **What are the costs?**

No fees are due at the relevant tax office. (No statements can be made about the fees due at the banks for the change of bank account).

## **Frequently asked Questions**

- **How can I notify the responsible office in the tax office of my changed bank details?**

Please provide bank details in writing (not verbally): Notification by fax is also possible. Via the Internet, transmission is only permitted via My ELSTER. Notification via a simple e-mail or telephone is not permitted.

- **Which financial authorities / office do I have to notify of my new bank details?**

Please inform the responsible tax office of the new bank details. If you send your information to the Landeshauptkasse Bremen, it will be forwarded to the responsible tax office in Bremen or Bremerhaven. This delays the processing time. Therefore, please contact the responsible tax office in Bremen or Bremerhaven directly.

- **A few days ago, I received a tax notice that still showed the old bank account information.**

If applicable, the refund has already left the area of the tax authority. Immediately contact the responsible tax office in Bremen (Landeshauptkasse Bremen) or Bremerhaven (Finanzamt Bremerhaven). This is indicated in the top right-hand corner of your tax assessment notice.

Notification of the change in bank details for refund purposes must be made in writing (with signature) or via My ELSTER to the relevant tax office in Bremen or Bremerhaven. Notification by simple e-mail or telephone is not permitted.