

# Report employment of domestic help and other household-related services on a mini-job basis

If you employ domestic help on a mini-job basis, you must register them using the household cheque procedure.

## Competent Department

- [Deutsche Rentenversicherung Knappschaft-Bahn-See \(DRV KBS\) - Minijob-Zentrale](#)

## Basic information

The household cheque procedure is a simplified registration and contribution procedure for social insurance for private households. You use the household check to register a domestic help on a mini-job basis. You can also use the household check to make changes to the employment relationship or to deregister.

Mini-jobs in private households are a special form of marginal employment. They are particularly subsidized by the state through low social security contributions, a flat-rate wage tax and a tax reduction.

With the household check, the employer reports the essential data on employment in the private household. On this basis, the mini-job center calculates the social security contributions, levies and taxes. It collects these contributions from your account every six months by direct debit.

The mini-job center takes over

- Registration for statutory accident insurance,
- Collection of accident insurance contributions,
- payment of flat-rate tax to the tax authorities.

Family members as domestic help:

- A close relative can also take on a mini-job with you as a domestic help, which you must register with the mini-job center. The employment contract must not be a sham. In addition, the job must not be a family-type job.
- A paid employment relationship between a married couple is generally not possible. This also applies to children who help in their parents' household as long as they live there and are cared for by their parents.

Half-yearly check:

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- If you pay your domestic help a different amount each month instead of a constant fixed amount, you would legally have to submit a new household check each time.
- To relieve yourself of this bureaucratic obligation, you can use a half-yearly check. The form covers a period of half a calendar year. You simply enter the relevant months and certify the changing earnings.
- If you already indicate on the normal household check when you register that the pay you receive fluctuates each month, you will automatically receive a six-month check from the Minijob-Zentrale.

#### Change check:

- With the change check, you inform the Minijob-Zentrale if, for example, the amount of your domestic help's earnings, your bank details or a contact address has changed.

#### Notifications and certificates:

- At the beginning and end of employment and at the end of the year, the mini-job center reports the individual data of each employed person resulting from the household check procedure to the data office of the pension insurance institutions.
- The domestic help receives written notification of this. The mini-job center also transmits the data on the private household to the accident insurance fund.
- You will receive from the mini-job center:
  - before the respective due date, a notification of the amount of contributions to be collected for the corresponding contribution period and
  - after the end of a calendar year, a certificate for the tax office with the following details:
    - the period for which pension insurance contributions were paid and
    - the amount of wages paid in the previous year and the taxes due on them.

#### Budget check calculator:

- You can easily determine the amount of contributions to the mini-job center and the reduction in income tax with the household check calculator.

If the person employed opts for full pension insurance, a proportion of their wages is also paid to the mini-job center.

## Requirements

- You comply with the remuneration limit for marginal part-time employees.
- You are a private household and
- it is household-related work that is normally carried out by members of the household:
  - cooking
  - cleaning,
  - washing clothes,
  - ironing,
  - shopping,
  - gardening,
  - looking after children, senior citizens, sick people, people in need of care and people with disabilities.

- You do not use the household cheque to commission any tradesmen's work such as bricklaying or roofing work.

## What documents do I need?

- Budget check

## Procedure

You can register your domestic help online, in writing, by telephone, post or fax.

Online registration:

- Go to [www.minijob-zentrale.de](http://www.minijob-zentrale.de) and complete the form online.
- Submit the form online.
- You will receive a confirmation.
- The Minijob-Zentrale will send you the SEPA direct debit mandate for signature and will automatically deduct the corresponding amount on the due dates.

Notification by post or fax:

- Go to [www.minijob-zentrale.de](http://www.minijob-zentrale.de) and download the relevant form.
- Print out the form, fill it out, sign it and send it by post or fax to the Minijob-Zentrale.
- The mini-job center will automatically deduct the corresponding amount on the due dates.

Alternatively, you can register your domestic help with the mini-job center by telephone.

Registration via Minijob Manager:

- Once you have registered your domestic help, you will receive a company number.
- You can use this to register with the Minijob-Manager on the Minijob-Zentrale website.
- You can upload all future applications, certificates or notifications directly via the Minijob Manager.

Note: The pension insurance number for domestic help is issued by the German Statutory Pension Insurance. The number can be found on the domestic help's social security card. If this is not known, enter the employee's maiden name, date of birth, gender and place of birth in the household cheque. When you register a domestic help for the first time, you will receive a company number from the Minijob-Zentrale as the employer. This is also valid for all subsequent registrations and for further employment. You should keep the company number in a safe place.

## Legal bases

- [§ 8 Sozialgesetzbuch Viertes Buch \(SGB IV\)](#)
- [§ 8a Sozialgesetzbuch Viertes Buch \(SGB IV\)](#)
- [§ 28a Absatz 7 Sozialgesetzbuch Viertes Buch \(SGB IV\)](#)

## **More information**

If you do not report the employment to the mini-job center, this is an administrative offense and can be punished with a fine of up to EUR 5,000.

You can use the contact form to send your message and attachments via secure data transmission. This protects you from unauthorized access.

Legal remedy

Objection:

- Further information on how to lodge an objection can be found in the notification.

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

Due dates for households:

July 31 for the first half of the year and

January 31 for the previous second half-year.

Half-yearly check due to monthly fluctuations in earnings:

by June 30 for the first half of the year and

by December 31 for the second half of the year.

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

2 to 4 weeks.

## **What are the costs?**

There are no costs.