

# notify the Artists' Social Security Fund of a change in artistic or journalistic activity

If you change the legal form of your activity or the activity itself, this may have an impact on your insurance obligation with the Künstlersozialkasse (KSK).

## Competent Department

- [Künstlersozialkasse \(KSK\), Abteilung Versicherte](#)

## Basic information

If you are self-employed as an artist or journalist, you may be subject to compulsory insurance under the Artists' Social Insurance Act. To determine this, you must provide certain information and submit documents to the Künstlersozialkasse. The Künstlersozialkasse uses this information to assess whether you are subject to compulsory insurance.

The Künstlersozialkasse reviews your insurance obligation if one of the following points changes:

- the nature of your activities,
- the focus of your overall activity or
- the legal form of your activity.

The same applies if you take up additional self-employed activities that are (possibly) artistic or journalistic. This is because these could be subject to compulsory insurance under the Artists' Social Insurance Act.

You must therefore notify the Künstlersozialkasse of any changes mentioned.

Please note the following:

If a legal entity or company offers the artistic or journalistic activity, it may have to pay artists' social security contributions.

## Requirements

- You are currently subject to compulsory insurance or entitled to a subsidy via the Artists' Social Security Fund.
- There has been a change:

- the legal form of your activity
- the activity itself
- or: you have taken up another (possibly) artistic or journalistic activity.

## What documents do I need?

- Completed online application or informal application with PDF questionnaires if necessary
- The additional documents to be submitted depend on the type of change.
- When founding a GmbH or other companies, please refer to the questionnaires to find out which documents are required.

## Procedure

### Online notification:

- Call up the online form on the federal portal [verwaltung.bund.de](http://verwaltung.bund.de). This will guide you step by step through the necessary information, which you can enter electronically.
- Note: You will need a valid ELSTER certificate to log in to the online form. Alternatively, you can use your electronic ID document.
- You will need around 15 minutes to complete the online application. If you inform us of a change to the formation of a GmbH, it may take longer to complete (approx. 45 minutes).
- First enter your personal details, including your insurance number. You will find this on the letter from the Künstlersozialkasse in the top right-hand corner.
- On the next page, select your request.
- When you make your selection, you will receive general information about your request.
- You must then provide further information on the change in your activity that has occurred or is planned and you can upload further documents depending on your request.

### Notification by post:

- Let us know informally what has changed in your activity.
- Please also state your insurance number. You will find this in the top right-hand corner of the letter from the Künstlersozialkasse.
- If available, please enclose evidence of the change with your notification.
- If you are setting up a GmbH, please also complete the PDF questionnaires on the social security assessment of shareholders Part I and Part II and enclose these and the documents listed therein with your informal notification.
- Put all the documents together, sign your notification and, if you are setting up a GmbH, also sign the two printed PDF questionnaires and send everything to the Künstlersozialkasse.

After receiving your notification, the Künstlersozialkasse will check your details. If there are any queries or (further) documents are required, the Künstlersozialkasse will contact you by post.

## Legal bases

- [§ 36a Künstlersozialversicherungsgesetz \(KSVG\)](#)
- [§ 11 Künstlersozialversicherungsgesetz \(KSVG\)](#)
- [§ 66 Sozialgesetzbuch Erstes Buch \(SGB I\)](#)

## More information

There are no references or special features.

Legal remedy: Objection. Not all notifications of changes to your activity also have legal consequences. If there is a change with legal implications, you can find detailed information on how to lodge an objection in the notification from the Künstlersozialkasse.

## What deadlines must be paid attention to?

Please inform us of any change in your activity as soon as possible, if necessary before it occurs.

## How long does it take to process

2 - 3 month(s).

The processing time depends on the workload and the type of change. As a rule, the processing time is 3 months.

Depending on the workload, usually 3 months.

## What are the costs?

There are no costs.