

# Notify the Künstlersozialkasse of changes in legal circumstances

If the legal circumstances of your company change, you must inform the Künstlersozialkasse. The change may affect your obligation to pay contributions.

## Competent Department

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

## Basic information

The Künstlersozialkasse determines your company's obligation to pay the levy and calculates the amount of the artists' social security contribution.

If your legal circumstances change, the Künstlersozialkasse must check whether this change affects your current or future obligation to pay the levy.

Changes in the legal circumstances are, for example

- Change of legal form
- Transfer of the company to another person
- Inclusion or departure of a person involved in the company
- Transfer of company shares to another person
- Transformation by merger, demerger, transfer of assets or change of legal form to another or additional company
- Dissolution of the company

## Requirements

- Your company is already registered with the Künstlersozialkasse.
- The legal circumstances of your company have changed, e.g. company name, legal form, shareholder or proprietor.
- The change has already been completed, for example by registration with the relevant registry court or trade office.

## What documents do I need?

- Change notification basic data
- Extract from the commercial register (if applicable and available)
- Extract from the register of associations (if applicable and available)
- Extract from the register of cooperatives (if applicable and available)
- Extract from the partnership register (if applicable and available)

- Re-registration with the trade register (if applicable and available)
- Deregistration from the trade register if applicable and available
- Amended articles of association (if applicable and available)
- If you are unable to provide any of these documents, please contact the Künstlersozialkasse to find out which documents you need to submit.

## Procedure

You can submit your request online or by post.

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.
- It will take you about 10 minutes to complete the online form.
- First enter your personal details, including your tax number. You will find this on the letter from the Künstlersozialkasse in the top right-hand corner.
- Then please indicate which change to the company you would like to report. If available, please upload proof of the change.

Notification by post:

- If you would like to notify us of a change in your legal form, you can use the "Notification of change of basic data" form on the artists' social security contribution website in the media center for companies and users.
- Please complete the form in full.
- Please inform the Künstlersozialkasse informally of any other changes in your legal situation.
- If available, please enclose copies of proof of the change.
- Send the completed form or the informal letter 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.

If the Künstlersozialkasse comes to the conclusion that the change in your legal circumstances affects your obligation to pay contributions, the Künstlersozialkasse will inform you accordingly.

## Legal bases

- [§ 29 Künstlersozialversicherungsgesetz \(KSVG\)](#)

## More information

Legal remedy: Appeal. Detailed information on how to lodge an appeal can be found in the notice from the Künstlersozialkasse.

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

There is no deadline.

**How long does it take to process**

1 to 4 week(s). The processing time depends on the workload.

**What are the costs?**

There are no costs.