

# Request an annual statement from the artists' social security fund

If you are subject to compulsory insurance or entitled to a subsidy through the Artists' Social Security Fund, you will receive proof of your insurance for each year.

## Competent Department

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

## Basic information

You will automatically receive an annual statement in February for the previous year. The annual statement is also known as the annual certificate.

The annual statement contains information about

- Your periods subject to social insurance contributions for the year in question,
- the income subject to contributions and
- the contributions due and paid.

You will automatically receive a new annual statement with the latest data in the fall if

- you still have contribution arrears in February or
- insurance periods from the previous year subsequently change.

The annual statement corresponds to the annual notification in accordance with the Data Collection and Transmission Ordinance (DEÜV).

The annual statement can serve as proof of your periods subject to social insurance contributions if data is lost. It is therefore advisable to keep it in a safe place.

## Requirements

You must have been insured with the Artists' Social Security Fund in the respective year.

## What documents do I need?

- You do not need to submit any additional documents.

# Procedure

The following applies in principle:

- You receive the annual statements automatically. You therefore do not need to submit an application.
- You will receive the annual statement in February.
- If a correction is necessary, you will receive the new annual statement with the current data in September.

If you no longer have an annual statement and need a copy, you can request it online, by post or by telephone from the Künstlersozialkasse.

Online request:

- 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.
- It will take you about 10 minutes to complete the online application.
- 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, you can specify the year for which you require a copy of the annual statement.

Request by post:

- Let the Künstlersozialkasse know for which year you require a copy of the annual statement.
- Please also state your insurance number. You will find this on the letter from the Künstlersozialkasse in the top right-hand corner.

Request by telephone:

- Have your insurance number ready. You will find it in the top right-hand corner of the letter from the Künstlersozialkasse.
- Call the Künstlersozialkasse.
- Tell the Künstlersozialkasse for which year you need a copy of the annual statement.

The Künstlersozialkasse will send you the requested copy in writing.

## Legal bases

- [§ 20 Künstlersozialversicherungsgesetz \(KSVG\)](#)
- [§ 25 Datenerfassungs- und -übermittlungsverordnung \(DEÜV\)](#)

## More information

An appeal is not possible.

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

There is no deadline.

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

1 to 2 week(s). You will receive the annual statement automatically on set dates. Sending a copy takes an average of 1 week (depending on the workload).

## **What are the costs?**

There are no costs.