

# Submit proof of income to the Künstlersozialkasse for random checks

If you are insured with the Künstlersozialkasse or are entitled to a subsidy, your income can be checked in an annual random sample.

## Competent Department

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

## Basic information

Once a year, the Künstlersozialkasse audits the earned income of artists and publicists who are insured with it. The persons audited are selected at random and on an annual basis by means of a random sample.

If you are insured with the Künstlersozialkasse, your information on your self-employed artistic and journalistic activities can be checked. In this way, the Künstlersozialkasse checks whether you still meet the requirements for compulsory insurance or entitlement to a subsidy from the Künstlersozialversicherung.

If you have been selected, you must provide the following data, for example:

- Your earned income (up to the last 6 years)
- Areas in which you are self-employed as an artist or journalist.
- Areas in which you are also active

In individual cases, you may also have to submit additional documents relating to

- Companies from which you receive your earned income.
- Businesses with companies that have to pay artists' social security contributions and from which your income comes.

## Requirements

- You are currently subject to compulsory insurance or entitled to a subsidy via the Künstlersozialkasse.
- You were subject to compulsory insurance or entitled to a subsidy during the audit period.
- You have been requested by the Künstlersozialkasse to disclose your income situation for the audit.

## What documents do I need?

- Completed online application or
- Answer sheet or
- PDF form for stating the actual earned income from previous years
- Proof of income from previous years

For example:

- Income tax assessments
- Profit and loss statements
- Non-assessment certificate

## Procedure

The Künstlersozialkasse will send you a letter asking you to report your actual earned income for previous years. You can submit your reply 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. Alternatively, you can use your electronic ID document.
- You will need around 25 minutes to complete the online application.
- First enter your personal details, including your insurance number. You will find this on the letter from the Artists' Social Insurance Fund in the top right-hand corner.
- On the next page, you will first receive general information.
- On the following pages, you provide the information required for verification and upload the necessary documents.
- Once the Künstlersozialkasse has received your notification, it will check your details.
- If you have any further questions or if documents are missing, the Künstlersozialkasse will contact you by post. Please answer the questions as quickly as possible.
- At the end of the procedure, you will receive a notification by post.

Notification by post:

- Complete the form for reporting actual earned income from previous years in full.
- If you no longer have the reply form, please use the PDF form "Vordruck zur Angabe des tatsächlichen Arbeitseinkommens der Vorjahre" from the website of the Künstlersozialkasse. Informal notification is also possible.
- Please note the "Instructions for completing the form to query the actual earned income of previous years".
- Sign your notification of actual earned income from previous years.
- Enclose the required proof of your actual income with the notification.
- Send everything together to the Künstlersozialkasse.
- Once the Künstlersozialkasse has received your notification, it will check your details.
- If you have any further questions or if documents are missing, the Künstlersozialkasse will contact you by post. Please answer the questions as quickly as possible.
- At the end of the procedure, you will receive a notification by post.

## Legal bases

- [§ 13 Gesetz über die Sozialversicherung der selbständigen Künstler und Publizisten \(Künstlersozialversicherungsgesetz – KSVG\)](#)
- [§ 5 Absatz 1 Verordnung über die Überwachung der Entrichtung der Beitragsanteile und der Künstlersozialabgabe nach dem Künstlersozialversicherungsgesetz \(KSVG-Beitragsüberwachungsverordnung\)](#)

## More information

There are no indications or special features.

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

## What deadlines must be paid attention to?

Hearing deadline: You must state the amount of your actual earned income in previous years by December 1 of the current year.

## How long does it take to process

3 to 12 month(s). The processing time depends on the workload.

## What are the costs?

There are no costs.