

99007040261000

Arbeits- und Nebeneinkommensbescheinigungen übermitteln Entgegennahme

Heruntergeladen am 20.06.2025

<https://fimportal.de/xzufi-services/102717621/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99007040261000
Leistungsbezeichnung I	Arbeits- und Nebeneinkommensbescheinigungen übermitteln Entgegennahme
Leistungsbezeichnung II	Issue and submit certificate of employment or certificate of secondary income
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	Gesetzlich oder durch Rechtsverordnung geregelte

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	Beschäftigungsbedingungen einschließlich Arbeitsstunden, bezahlter Urlaub, Urlaubsansprüche, Rechte und Pflichten in Bezug auf Überstunden, Gesundheitskontrollen, Beendigung von Verträgen, Kündigung oder Entlassungen)
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	16.02.2023
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_3/_312.html https://www.gesetze-im-internet.de/sgb_3/_312a.html https://www.gesetze-im-internet.de/sgb_3/_313.html https://www.gesetze-im-internet.de/sgb_3/_313a.html https://www.gesetze-im-internet.de/sgb_3/_321.html https://www.gesetze-im-internet.de/sgb_3/_404.html https://www.gesetze-im-internet.de/sgb_4/_107.html
Teaser	If your employees or the BA require a certificate of employment, you must send this to the BA. The same applies to a secondary income certificate if employees or persons working for you on a self-employed basis have applied for or are receiving current cash benefits.
Volltext	Certificate of employment As an employer, you are required to submit a certificate of employment to the BA at the request of your employee or the Federal Employment Agency (BA). The certificate of employment contains, among other things • on the type of activity, • the beginning, end, interruption and reason for the termination of the employment relationship, • the remuneration and other cash benefits received or to be claimed by the employee. The certificate of employment is required

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- for the decision on the entitlement to unemployment benefits and
- for the preparation of supporting documents for employees who have claimed or are claiming benefits from foreign institutions (employment certificate for purposes of supranational and intergovernmental law).

Secondary income certificate

You must also submit a secondary income certificate to the BA upon request for a person you employ or to whom you assign a self-employed activity, if that person receives

- Unemployment benefit,
- vocational training allowance,
- training allowance,
- transitional allowance or
- short-time allowance

has applied for or is receiving such benefits.

The secondary income certificate includes information on the type and duration of the employment, the amount of the salary or remuneration and the working hours.

This certificate is required because the secondary employment or the secondary income can affect the benefit entitlement and its amount.

If you do not submit the certificate of employment or the certificate of secondary income, you will be committing an administrative offense. A possible fine is up to EUR 2,000.

If the certificate contains false information, this may result in claims for damages and possibly even criminal consequences for you.

Erforderliche Unterlagen

None

Voraussetzungen

- You must transmit the certificate of employment to the BA at the request of the employee or the BA.

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	You must transmit the secondary income certificate to the BA at the request of the person who is employed or commissioned and has applied for or is receiving current cash benefits or at the request of the BA.
Kosten	Abgabe: Es fallen keine Kosten an There are no costs involved.
Verfahrensablauf	You must transmit the employment and secondary income certification electronically using BEA (Bescheinigung elektronisch annehmen). Exception: If you prepare or transmit secondary income certificates for employment or self-employment in a private household, you may continue to use the Federal Employment Agency form. - To transmit the data electronically to the Federal Employment Agency, you have two options: via your payroll software, if it has a corresponding function, or via the electronic completion aid "sv-net" - social insurance on the Internet. - The certificates are stored in an electronic file. - The employee will receive a printout of the transmitted data from the BA. If you want to use the form of the Federal Employment Agency for employment or self-employment in the private household: - Download the required form from the BA's website. - You can only use the form provided by the BA. - Fill out the form completely, print it out and sign it. - Submit the documents to the Employment Agency in whose district the person entitled to benefits to whom the certificate relates resides. If you have submitted the certificate directly to the Employment Agency, immediately prepare a record of the submitted data for the person for whom you have prepared the certificate.
Bearbeitungsdauer	None
Frist	1 Monat(e) If the employee requests the certificate of

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	employment, please send it to the Federal Employment Agency in a timely manner. If the certificate of employment is requested by the Federal Employment Agency, please observe the deadline stated in the letter.
weiterführende Informationen	https://www.arbeitsagentur.de/unternehmen/personalfragen/bea https://www.itsg.de/oeffentliche-services/sv-net/
Hinweise	
Rechtsbehelf	• Opposition
Kurztext	• Transmitting certificates of employment and supplementary income Receipt • The employer must transmit a certificate of employment to the BA at the request of the employee or the Federal Employment Agency (BA). • The employer or the principal shall, at the request of the person, whom they employ in return for remuneration or to whom they assign a self-employed activity in return for remuneration and who has applied for or is receiving unemployment benefit, vocational training allowance, training allowance, transitional allowance or short-time working allowance • or, at the request of the BA, to submit a secondary income certificate to the BA. • If the respective certificate is not submitted, it is an administrative offense. • If the certificate contains false information, this may result in a claim for damages. • Responsible: Employment Agency
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms available: Yes Written form required: No Informal application possible: Yes Personal appearance required: No
Ursprungsportal	Arbeits- und Nebeneinkommensbescheinigungen übermitteln Entgegennahme, Arbeits- und Nebeneinkommensbescheinigungen übermitteln Entgegennahme