

99102019120000, 99102019120000

# Tax registration of a company Sending

Heruntergeladen am 07.07.2025

<https://fimportal.de/xzufi-services/365573585/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99102019120000, 99102019120000
Leistungsbezeichnung I	Tax registration of a company Sending
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Steuern (102)
Verrichtungskennung	Zusendung (120)
SDG-Informationsbereich	Eintragung, Änderung der Rechtsform oder Schließung eines Unternehmens (Registrierungsverfahren und Rechtsformen für geschäftliche Tätigkeiten)
Lagen Portalverbund	Anmeldepflichten (2010100), Steuern und Abgaben für

Modul	Sachverhalt
	Betriebe (2040200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	01.06.2021
Fachlich freigegeben durch	Hessian Ministry of Finance
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/ao_1977/_138.html">https://www.gesetze-im-internet.de/ao_1977/_138.html</a> <a href="https://www.gesetze-im-internet.de/ao_1977/_138.html">https://www.gesetze-im-internet.de/ao_1977/_138.html</a>
Teaser	If you start a business, participate in a business or become self-employed, you must inform the tax office.
Volltext	<p>Companies and the self-employed must also take care of the tax in the start-up phase.</p> <p>In order for the tax office to be able to classify you correctly in the tax, it needs certain information about your company or self-employment. This information must be provided in the "Tax Registration Questionnaire".</p> <p>You must submit this questionnaire to the tax administration within one month without individual request from your local tax office via the online procedure, for example via the free online platform "Mein ELSTER" (<a href="http://www.elster.de">www.elster.de</a>).</p> <p>After a corresponding check of the information, you will be issued a tax number, which is, among other things, a prerequisite for accounting.</p> <p>With the help of this questionnaire, the tax office also determines, among other things,</p> <ul style="list-style-type: none"> <li>• which types of taxes you have to pay,</li> <li>• when you have to pay,</li> <li>• how much you are expected to have to pay.</li> </ul> <p>As a result, your information in the questionnaire for tax registration forms the basis for all correspondence relating to your company or your self-employment with</p>

Modul	Sachverhalt
	<p>the tax office.</p> <p>Even if you want to work part-time, you must complete the tax registration questionnaire.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• in case of representation: power of attorney</li> <li>• for tax payments by direct debit: Completed SEPA mandate</li> <li>• in individual cases, further documents mentioned in the respective questionnaire for tax registration</li> </ul>
Voraussetzungen	<p>You take a</p> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• self-employed (freelance) or</li> <li>• agricultural and forestry activities,</li> </ul> <p>or you can set up a</p> <ul style="list-style-type: none"> <li>• Corporation</li> <li>• Corporation</li> <li>• Partnership/community or a</li> <li>• Association</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• You participate in a partnership/community</li> <li>• You do not pursue your activity only as a hobby (no intention to make a profit).</li> </ul>
Kosten	none
Verfahrensablauf	<p>The tax registration of your company or self-employed activity has been online since 1.1.2021.</p> <p>Make tax registration online:</p> <ul style="list-style-type: none"> <li>• Log in to the website "ELSTER – Ihr Online-Finanzamt" of the German tax administration (<a href="http://www.elster.de">www.elster.de</a>) with your ELSTER user account. Note: If you do not yet have an ELSTER user account, you can register free of charge at <a href="http://www.elster.de">www.elster.de</a> a) One possibility is to register only by means of an e-mail address. It should be noted that with this created certificate, only the transmission of the questionnaire for tax registration is permitted. However, this e-mail certificate can be converted into a</li> </ul>

## Modul

## Sachverhalt

full-fledged ELSTER certificate in order to receive the full scope of Mein ELSTER. b) Registration for a full-fledged certificate involves several steps and can take up to two weeks. You also need the ELSTER user account for the electronic submission of your tax return and, if applicable, tax returns.

- Then select the option "All forms" under the tab "Forms & Services". Then click on the tax registration questionnaire relevant to your business or self-employment.
- Fill out the online form completely and upload the required documents if necessary. Submit the questionnaire.
- The tax office will check your information and, if necessary, request further documents.
- You will then be informed of your tax number in writing.

Note: There is currently no online procedure available for clubs. In these cases, the questionnaire must be submitted to your tax office for tax registration on paper:

- Download the respective questionnaire for tax registration on the website of the Federal Tax Administration.
- Complete the questionnaire completely. Use the questionnaire to check whether the tax office requires further documents from you.
- Send the questionnaire and any documents to your tax office. The tax office will check your details and, if necessary, you will have to submit documents later.
- You will then receive a notification of your tax registration.

## Bearbeitungsdauer

The processing time varies depending on the responsible tax office.

## Frist

- Tax declaration: Usually within one month after you have started the activity. Note: In some cases, there are other deadlines, for example for start-ups abroad.

## weiterführende Informationen

## Hinweise

**Modul**
**Sachverhalt**
**Rechtsbehelf**
**Kurztext**

- Tax registration of a company Sending
- a tax registration with the tax office is required for: taking up a commercial, self-employed (freelance) or agricultural and forestry activity, Establishment of a corporation, corporation (also under foreign law), a partnership/community or an association or participation in a partnership and even in the case of a part-time job
- Registration takes place via the questionnaire for tax registration and in principle: by online procedure via the online platform "Mein ELSTER" or in writing by downloading the questionnaire in the form management system of the Federal Finance Administration
- the questionnaire serves the correct tax registration of the company/activity
- there are no costs
- responsible: tax office

**Ansprechpunkt**

Your local tax office. You can determine this via the search of the Federal Central Tax Office.  
[https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche\\_node.html?lv2=90774](https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche_node.html?lv2=90774)  
[https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche\\_node.html?lv2=90774](https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche_node.html?lv2=90774)

**Zuständige Stelle**

Your local tax office. You can determine this via the search of the Federal Central Tax Office.  
[https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche\\_node.html?lv2=90774](https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche_node.html?lv2=90774)  
[https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche\\_node.html?lv2=90774](https://www.bzst.de/DE/Service/Behoerdenwegweiser/Finanzamtsuche/GemFa/finanzamtsuche_node.html?lv2=90774)

**Formulare**

Forms: yes

Online procedure possible: partially

Written form required: yes

Modul	Sachverhalt
	Personal appearance required: no <a href="https://www.elster.de">https://www.elster.de</a> <a href="https://www.formulare-bfinv.de/">https://www.formulare-bfinv.de/</a> <a href="https://www.elster.de">https://www.elster.de</a> <a href="https://www.formulare-bfinv.de/">https://www.formulare-bfinv.de/</a>
Ursprungsportal	Steuerliche Anmeldung eines Unternehmens Zusendung, Tax registration of a company Sending