

99102036011008, 99102036011008

# Electronic wage tax deduction characteristics (ELStAM): Apply for change of address and personal data

Heruntergeladen am 28.05.2025

<https://fimportal.de/xzufi-services/118496789/L100027>

| Modul                     | Sachverhalt                                                                                           |
|---------------------------|-------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99102036011008, 99102036011008                                                                        |
| Leistungsbezeichnung I    | Electronic wage tax deduction characteristics (ELStAM): Apply for change of address and personal data |
| Leistungsbezeichnung II   | Have address and personal data changed                                                                |
| Typisierung               | 2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug                                                |
| Quellredaktion            | Mecklenburg-Vorpommern                                                                                |
| Freigabestatus Katalog    | unbestimmter Freigabestatus                                                                           |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                                                           |
| Begriffe im Kontext       |                                                                                                       |
| Leistungstyp              | Leistungsobjekt mit Verrichtung                                                                       |
| Leistungsgruppierung      | Steuern (102)                                                                                         |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Verrichtungskennung           | Änderung (011)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SDG-Informationsbereich       | Sonstige Steuern: Zahlung, Sätze, Steuererklärungen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Lagen Portalverbund           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fachlich freigegeben am       | 30.09.2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fachlich freigegeben durch    | Ministry of Finance Mecklenburg-Western Pomerania                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Handlungsgrundlage            | <a href="https://www.gesetze-im-internet.de/estg/_39.html">https://www.gesetze-im-internet.de/estg/_39.html</a><br><a href="https://www.gesetze-im-internet.de/estg/_39.html">https://www.gesetze-im-internet.de/estg/_39.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Teaser                        | If your address or personal data changes, you must notify us of the changed data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Volltext                      | <p>Changes to registration data (e.g. marriage, birth of a child) must still be reported to the relevant municipality (registry office or registration office). These automatically send the changes to the Federal Central Tax Office (BZSt). If these changes affect your electronic wage tax deduction characteristics (ELStAM) (e.g. change in tax class or child allowance), they will be made available to your employer electronically for retrieval.</p> <p>Several weeks may pass before the changed ELStAM are taken into account in your payroll.</p> <p>Your employer can then also apply the changes retroactively and correct the salary statements made in the meantime.</p> |
| Erforderliche Unterlagen      | <ul style="list-style-type: none"> <li>• Identity card or passport</li> <li>• corresponding proof of the change that has occurred in the original (e.g. marriage certificate, birth certificate of the child)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Voraussetzungen               | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Kosten                        | Fees may apply. Please contact the responsible office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Verfahrensablauf              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Modul                               | Sachverhalt                                                                                                                                                                                               |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bearbeitungsdauer</b>            |                                                                                                                                                                                                           |
| <b>Frist</b>                        | Deadlines may have to be observed. Please contact the responsible office.                                                                                                                                 |
| <b>weiterführende Informationen</b> | You may find further information on the website of the responsible office.                                                                                                                                |
| <b>Hinweise</b>                     |                                                                                                                                                                                                           |
| <b>Rechtsbehelf</b>                 |                                                                                                                                                                                                           |
| <b>Kurztext</b>                     | Change of address and personal data                                                                                                                                                                       |
| <b>Ansprechpunkt</b>                | The changes are received and processed by the responsible municipality (registry office or registration office).                                                                                          |
| <b>Zuständige Stelle</b>            | The changes are received and processed by the responsible municipality (registry office or registration office).                                                                                          |
| <b>Formulare</b>                    |                                                                                                                                                                                                           |
| <b>Ursprungsportal</b>              | Elektronische Lohnsteuerabzugsmerkmale (ELStAM): Änderung der Adress- und Personendaten beantragen, Electronic wage tax deduction characteristics (ELStAM): Apply for change of address and personal data |