Surname and first name of the recipient of the Child Allowance Familienname und Vorname der Person, die Kinderzuschlag bezieht
Child Benefit no. Kindergeld-Nr.

k

Familienkasse

Change notification
regarding the Child Allowance
Änderungsmitteilung zum Kinderzuschlag

Information on the change notification is provided on page 3.

Please tick the appropriate box.

Hinweise zur Änderungsmitteilung finden Sie auf Seite 3.
Bitte Zutreffendes ankreuzen.

Please send the completed and signed change notification to your Family Benefits Office.

Bitte senden Sie die ausgefüllte und unterschriebene Änderungsmitteilung an Ihre Familienkasse.

1. Change in the benefit community
Änderung der Bedarfsgemeinschaft 1

☐ I hereby inform you that my benefit community has changed:
Ich teile hiermit mit, dass sich meine Bedarfsgemeinschaft geändert hat:

- ☐ Another child has been born into the family.
  Ein weiteres Kind wurde in die Familie geboren.
- ☐ Another child under the age of 25 years has moved into my household.
  Ein weiteres Kind unter 25 Jahren ist in meinen Haushalt eingezogen.
- ☐ A child has moved out of my household.
  Ein Kind ist aus meinem Haushalt ausgezogen.
- ☐ I have moved out of the joint household.
  Ich bin aus dem gemeinsamen Haushalt ausgezogen.
- ☐ The other parent and/or my partner has moved out of the joint household.
  Der andere Elternteil bzw. mein(e) Partner(in) ist aus dem gemeinsamen Haushalt ausgezogen.
- ☐ I have moved into a household together with my partner.
  Ich bin mit meiner Partnerin oder meinem Partner zusammen in einen Haushalt gezogen.
- ☐ My family has moved abroad.
  Meine Familie ist ins Ausland gezogen.
- ☐ Other:
  Sonstiges:

The change took place on *(please enter date)*:
Die Änderung ist eingetreten am *(bitte Datum eintragen)*:

2. Renewed application
Erneute Antragstellung 2

☐ I hereby make a new application for the Child Allowance.
Ich stelle hiermit einen neuen Antrag auf Kinderzuschlag.

- ☐ The required documents are enclosed. *(full application with proof)*
  Die erforderlichen Unterlagen sind beigefügt. *(kompletter Antrag mit Nachweisen)*
- ☐ Please send me the application documents.
  Bitte senden Sie mir Antragsunterlagen zu.
- ☐ I will submit the required documents within one month.
  Die erforderlichen Unterlagen reiche ich innerhalb eines Monats nach.

Please continue with point 3.
Bitte weiter bei Punkt 3.

3. Waiver of further payment
Verzicht auf Weiterzahlung

ⓘ3

The Child Allowance will continue to be paid to you as before, until a decision is made about your new application. However, this means that you may be overpaid and you will have to pay the excess amount back to the Family Benefits Office.
If you do not want this to happen, you can waive the continued payment.

Bis zu der Entscheidung über Ihren neuen Antrag wird Kinderzuschlag zunächst wie bisher weitergezahlt. Dadurch kann Ihnen zu viel gezahlt werden mit der Folge, dass Sie den Betrag an die Familienkasse zurückzahlen müssen.
Wenn Sie das vermeiden möchten, können Sie auf die Weiterzahlung verzichten.

☐ I do not want the Child Allowance to continue to be paid to me as before for the time being, and waive its continued payment.
Ich möchte **nicht**, dass Kinderzuschlag zunächst wie bisher weitergezahlt wird und verichte auf die Weiterzahlung.

4. Other changes
Sonstige Änderungen

ⓘ4

☐ My address has changed as follows: Meine Anschrift hat sich wie folgt geändert:	Since/as of: Gültig seit/ab:
(Street, house number, postcode, location) (Straße/Platz, Hausnummer, Postleitzahl, Wohnort)	
☐ My bank account details have changed. In the future, please pay the Child Benefit and Child Allowance into the following bank account: Meine Kontoverbindung hat sich geändert. Das Kindergeld und der Kinderzuschlag sollen künftig auf folgendes Konto überwiesen werden:	Since/as of: Gültig seit/ab:
IBAN IBAN	
BIC BIC	Account holder, if different from the authorized person Kontoinhaber(in), falls abweichend von berechtigter Person

Note on data protection:
Your data will be processed on the basis of the German Federal Child Benefit Act and Social Security Code. The purpose of the processing of the data is to assess your entitlement to the Child Allowance. Further information on the processing of your data by the Family Benefits Office and on your rights according to Articles 13 to 22 of the General Data Protection Regulation is available on the website of your Family Benefits Office (www.arbeitsagentur.de/datenschutz-familienkasse), which also provides the contact details of the data protection officer. Child Allowance files are generally kept for 6 years after the end of the last Child Allowance payment.

Hinweis zum Datenschutz: Ihre Daten werden aufgrund des Bundeskindergeldgesetzes und des Sozialgesetzbuches verarbeitet. Zweck der Verarbeitung der Daten ist die Prüfung Ihres Anspruchs auf Kinderzuschlag. Nähere Informationen über die Verarbeitung Ihrer Daten durch die Familienkasse und zu Ihren Rechten nach Artikel 13 bis 22 der Datenschutz-Grundverordnung erhalten Sie im Internet auf der Seite Ihrer Familienkasse (zu finden unter www.arbeitsagentur.de/datenschutz-familienkasse), auf der auch die Kontaktdaten der/des Datenschutzbeauftragten bereitgestellt sind. Kinderzuschlagsakten werden in der Regel nach dem Ende der letzten Kinderzuschlagszahlung noch für 6 Jahre aufbewahrt.

Date
Datum

.....
Signature of the authorized person and/or legal representative
Unterschrift berechtigte Person bzw. gesetzliche Vertretung

Delite all entries **Print** **Save**

What changes do you need to notify the Family Benefits Office about?

ⓘ General information

The Child Allowance helps to cover your family's needs. It is therefore important to know which members of your family live in your household. The Family Benefits Office calls this a “benefit community”. This determines whether you are entitled to the Child Allowance.

If you receive the Child Allowance and <u>there has been a change in your benefit community</u>, you must notify <u>your Family Benefits Office immediately</u>. Change notifications to other public authorities or offices are not sufficient.

If the benefit community changes, the Child Allowance will invariably be **cancelled from the month <u>following</u> the change**. This means, for example, that if a child moves out in February, the Child Allowance will be cancelled from March. In this respect, **it does not matter when the decision on the cancellation is taken**. This means that the cancellation can also take place in May retroactively, starting from March, for example.

ⓘ1 Change to the benefit community

The following cases are examples of changes to the benefit community:

- ➔ Another child has been born into the family.
- ➔ Another child under the age of 25 years has moved into your household.
- ➔ A child has moved out of your household.
- ➔ A child has married, moved into your household with their partner, or had a child of their own.
- ➔ A child is reported as missing or deceased.
- ➔ You, the other parent or your partner have moved out of the joint household or you have moved into a household together.
- ➔ Your family has moved abroad.

ⓘ2 Renewed application

If you also want to receive the Child Allowance in your new benefit community, you must make a **new application**. If you notify the Family Benefits Office of any changes and the Family Benefits Office is uncertain as to whether you wish to make an application, it will assume that you want to continue receiving the Child Allowance. As soon as all your documents are provided, the Family Benefits Office will decide promptly whether you are also entitled to receive the Child Allowance in your new benefit community.

If you have submitted a new application for the Child Allowance due to a change in your benefit community, **the Child Allowance will continue to be paid** as before until a decision is made about your new application. This prevents you from going without money during this period. The decision on your new application will then determine whether you have been paid too much or too little.

If you are entitled to a **higher Child Allowance** in your new benefit community and you received too little, you will be **paid** the owed amount retroactively.

If you are only entitled to a **lower Child Allowance** in your new benefit community, however, you must **repay** the excess amount that you received to the Family Benefits Office. If you are **no longer entitled to the Child Allowance** in your benefit community, you must repay the amount in full.

ⓘ3 Waiver of further payment

To avoid the possibility of being paid too much until a decision is made on your new application, meaning that you have to pay something back to the Family Benefits Office, you can waive the continued payment of the Child Allowance for the time being.

<u>Important</u>: If you waive your right to continue receiving the Child Allowance for the time being, you will no longer be paid any Child Allowance during this time. It is not possible to stop paying individual amounts for this period, for individual children, for example.

ⓘ4 Other changes

Please also notify your Family Benefits Office if your address or bank details have changed.