

99107063029000

Beitragsnachweis für Beschäftigte Prüfung

Heruntergeladen am 22.05.2025

<https://fimportal.de/xzufi-services/102684910/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99107063029000
Leistungsbezeichnung I	Beitragsnachweis für Beschäftigte Prüfung
Leistungsbezeichnung II	Report and pay social security contributions for employees
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	Prüfung (29)
SDG-Informationsbereich	Rechte und Pflichten im Bereich der sozialen Sicherheit in der Union (Registrierung als Arbeitgeber, Registrierung von Beschäftigten, Mitteilung über das Ende eines Vertrags eines Beschäftigten, Zahlung von

Modul	Sachverhalt
	Sozialbeiträgen, Rechte und Pflichten im Zusammenhang mit Renten)
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	14.05.2024
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_4/_28f.html https://www.gesetze-im-internet.de/de_v/
Teaser	As an employer, you are obliged to submit monthly contribution statements for your employees to the social security authorities and to pay the social security contributions specified therein.
Volltext	If you employ people, you must report the social security contributions to be paid for these employees to the social security authorities. To do this, you submit a monthly contribution statement to the responsible collection agency. The collection agency is the Minijob-Zentrale for marginally employed persons and the statutory health insurance fund with which they are members for all other employees. You use the contribution statement to notify the respective health insurance fund of the social security contributions to be paid for all your employees for whom this health insurance fund is responsible. You use the contribution statement to notify the Minijob-Zentrale of the total contributions for all your marginal part-time employees. You must submit the contribution statements electronically. If you use a system-checked payroll accounting program in your company, submit the contribution statement using this program. This is largely automated. Alternatively, you can use a system-checked completion aid to transmit the data to the social insurance.

Modul
Sachverhalt

The Informationstechnische Servicestelle der gesetzlichen Krankenversicherung (ITSG GmbH) offers the SV-Meldeportal, a system-tested completion aid that you can use for the contribution statement. There is a charge for using the portal. You must pay the social security contributions reported in the contribution statement to the collection agency by the due date. If you have given the health insurance fund or mini-job center a direct debit mandate, they will debit the contributions on time.

Erforderliche Unterlagen

none

Voraussetzungen

- The registered office of your company is in Germany.
- The employment is subject to German social security law.

Kosten

Abgabe: Es fallen keine Kosten an
 The service is basically free of charge. If you use the SV-Meldeportal, user fees will be charged.

Verfahrensablauf

Depending on whether you carry out payroll accounting in your own company or have outsourced it, you can create the contribution statement yourself or have it created by your external service provider, e.g. tax consultancy, payroll office or service data center.

- If you use a system-checked payroll accounting program, submit the contribution statement using this program.
- If you do not use a system-checked payroll accounting program, you can submit the contribution statement using a completion aid such as the SV-Meldeportal.
 - If you use the SV-Meldeportal, proceed as follows:
 - Call up the reporting portal application.
 - Register to use it, if you have not already done so.
 - Log in with your registration data and your company number.
 - Under Forms, select the "Proof of contributions" tile and then the general form or the form for marginally employed persons.
 - Complete the form. All fields are provided with help texts. A manual is also available.

Modul	Sachverhalt
	• Send off the contribution statement. You will find messages and feedback in your SV-Meldeportal mailbox. • Save all relevant documents electronically or print them out for safekeeping and add them to your remuneration documents.
Bearbeitungsdauer	Acceptance and processing of the transmitted data: within approx. 15 minutes
Frist	• Proof of contribution: by the fifth-last bank working day of the current month, 00:00 at the latest • Contribution payment: by the third-last bank working day of the current month, 00:00 at the latest
weiterführende Informationen	https://www.gkv-datenaustausch.de/arbeitgeber/deuev/gemeinsame_rundschreiben/gemeinsame_rundschreiben.jsp https://www.informationsportal.de https://info.sv-meldeportal.de/ https://info.sv-meldeportal.de/anleitungen/ https://info.sv-meldeportal.de/wp-content/uploads/Flyer_SVMeldeportal_23_05_24_ES.pdf
Hinweise	The following information is available: For employment reported via the household cheque procedure, the Minijobzentrale calculates the contributions and debits them every six months.
Rechtsbehelf	None
Kurztext	• Proof of contributions for employees Check • Employers must report and pay social security contributions for their employees on a monthly basis • Reports electronically using system-tested programs or fill-in aids • Due date for contribution statement: fifth last bank working day • Due date for payment of contributions: third last bank working day • Different procedure for mini-jobs in private households (household check) • Responsible: respective health insurance fund or mini-job center

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Beitragsnachweis für Beschäftigte Prüfung, Beitragsnachweis für Beschäftigte Prüfung