

99107065070000

# Meldung zur Sozialversicherung für Beschäftigte Abmeldung

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<https://fimportal.de/xzufi-services/102690918/B100019>

| Modul                     | Sachverhalt                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99107065070000                                                                                                                                                                                                 |
| Leistungsbezeichnung I    | Meldung zur Sozialversicherung für Beschäftigte Abmeldung                                                                                                                                                      |
| Leistungsbezeichnung II   | Deregistering employees for social insurance                                                                                                                                                                   |
| 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       | Abmeldung (70)                                                                                                                                                                                                 |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                               | 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            | <a href="https://www.gesetze-im-internet.de/sgb_4/_28a.html">https://www.gesetze-im-internet.de/sgb_4/_28a.html</a><br><a href="https://www.gesetze-im-internet.de/de_v/">https://www.gesetze-im-internet.de/de_v/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Teaser                        | If an employee leaves your company, you must report the end of the employment relationship to social insurance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Volltext                      | <p>When the employment relationship between you and your employees ends, you must deregister these employees from social insurance.</p> <p>With the exception of mini-jobs in private households, the deregistration procedure is the same for all employees. For mini-jobs in private households, you must use the household check procedure at the mini-job center.</p> <p>You must submit deregistrations for social insurance electronically. If you use a system-checked payroll accounting program in your company, use this program to submit the notifications. This is done automatically. Alternatively, you can use a system-checked completion aid to submit the data to social insurance, for example the social insurance reporting portal.</p> <p>When deregistering, you also enter the remuneration subject to contributions for the reporting period.</p> |
| Erforderliche Unterlagen      | No documents are required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Voraussetzungen               | • There are no prerequisites.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Kosten                        | The service is basically free of charge. If you use the SV-Meldeportal, user fees will be charged.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Modul

## Sachverhalt

### Verfahrensablauf

Depending on whether you carry out payroll accounting in your own company or have outsourced it, you can prepare the deregistration yourself or have it prepared by your external service provider, such as a tax consultancy, a payroll office or a service data center.

- If you use a system-checked payroll accounting program, you can submit the notification from this program with the notification reason "30", end of employment.
- If you do not use a system-checked payroll accounting program, you can submit the notification using a system-checked completion aid such as the "SV-Meldeportal".
- If you use the SV-Meldeportal, proceed as follows: Go to the SV reporting portal website. If you do not yet have a user account, register for the first time. Log in with your login details, your ELSTER organization certificate and your company number. Under "Forms", select the "SI notification" tile and then the "Deregistration" form. Select the element "30 End of employment". Complete the form. All fields are provided with help texts. A manual is also available. You will find messages and feedback in your mailbox there. Save the notification electronically or print it out and add it to your remuneration documents.

### Bearbeitungsdauer

Note for further information on processing time: The acceptance and acceptance and processing of your data takes about 15 minutes.

### Frist

You must deregister your employees from social insurance with the next payslip, at the latest 6 weeks after the end of the employment relationship.

### weiterführende Informationen

<https://info.sv-meldeportal.de/>  
[https://www.minijob-zentrale.de/DE/01\\_minijobs/02\\_gewerblich/03\\_infos\\_fuer\\_arbeitgeber\\_und\\_entgeltabrechner/091\\_arbeitgeberservice/node.html](https://www.minijob-zentrale.de/DE/01_minijobs/02_gewerblich/03_infos_fuer_arbeitgeber_und_entgeltabrechner/091_arbeitgeberservice/node.html)  
[https://www.gkv-datenaustausch.de/arbeitgeber/deuerv/gemeinsame\\_rundschreiben/gemeinsame\\_rundschreiben.jsp](https://www.gkv-datenaustausch.de/arbeitgeber/deuerv/gemeinsame_rundschreiben/gemeinsame_rundschreiben.jsp)

### Hinweise

- If you do not deregister employees, or do not

| Modul             | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                   | deregister them correctly or on time, you are committing an offense and may be liable to a fine of up to 25,000 EUR can be expected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Rechtsbehelf      | Appeal: If you receive a fine notice because you have not complied with the obligation to register, you can lodge an appeal within 2 weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Kurztext          | <ul style="list-style-type: none"> <li>• Social insurance notification for employees</li> <li>Deregistration</li> <li>• At the end of employment, employers must deregister employees who have left the company from the social security system</li> <li>• Notifications electronically using system-tested programs or completion aids</li> <li>• Deregistration with the next payslip, after 6 weeks at the latest</li> <li>• the remuneration subject to contributions must be reported with the deregistration</li> <li>• Different procedure for mini-jobs in private households using the household check procedure</li> <li>• Responsible: respective health insurance fund or mini-job center</li> </ul> |
| Ansprechpunkt     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Zuständige Stelle |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Formulare         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ursprungsportal   | Meldung zur Sozialversicherung für Beschäftigte<br>Abmeldung, Meldung zur Sozialversicherung für Beschäftigte Abmeldung                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |