

Instruction

How to correctly fill out the "Antrag auf Vergabe einer steuerlichen Identifikationsnummer für nicht meldepflichtige Personen durch das Finanzamt"

(Application for the issuance of a tax identification number by the tax office for persons who are not required to report their tax status)

1. Put a check mark at "sonstiger Grund" (other reason)
2. Write in gap next to it as explanation "Kurzfristige Beschäftigung, Praktikum" (short-term employment, internship)
3. StNr Arbeitgeber (tax number employer) = DE 118714904
4. Bei Firma (at company): Deutsches Elektronen-Synchrotron (DESY)
5. Name = Last name as indicated in the passport
6. Vorname = First name as indicated in the passport
7. Anschrift im Ausland = Address in your home country (street, house number, ZIP-code, site, state)
8. Geburtsdatum = Date of birth (day, month, year)
9. Geburtsort = Place of birth
10. Geburtsstaat = Birth country
11. Geburtsname = Birth name
12. Derzeitiger Aufenthalt in Deutschland = Current residence in Germany – put a check mark at yes or no
13. Anschrift in Deutschland = address in Germany (street, house number, ZIP-code, site)
(Since you are staying in the guest houses the address is also the same as in point 16)
14. Voraussichtliche Aufenthaltsdauer = expected length of stay – from / to (22.07.2025 - 11.09.2025)
15. Datenschutzerklärung = privacy policy
*"In accordance with the provisions of the data protection laws, it is pointed out that the data requested with this application are collected on the basis of Sections 139a and 139b of the German Fiscal Code (AO). For information on the processing of personal data in the tax administration and on your rights under the General Data Protection Regulation ("DSGVO"), as well as on your contacts in data protection matters, please refer to the general information letter from the tax administration. You can find this information letter at www.finanzamt.de (under the heading "Data Protection") or obtain it from your tax office. Name = Deutsches Elektronen-Synchrotron (DESY).
I agree that my identification number (§ 139a AO) as well as my surname, first name and date of birth may be communicated to the following recipients (e.g. employer) for the following purposes (§ 30 paragraph 4 number 3 AO, Article 13 DSGVO)."*
16. Anschrift = Address (Notkestrasse 85, 22607 Hamburg, Deutschland)
17. Zweck _ Lohnsteuerabzug = place a check mark here (purpose payroll tax deduction)
18. Ort, Datum = Place, date
19. Unterschrift = Signature
20. Vorzulegende Unterlagen in Kopie = documents to be submitted in copy
 - Reisepass oder Personalausweis = passport or ID-Card