

## **Establishment - tax registration for companies, societies, associations, trade organisations, self-employment, as well as agricultural and forestry activities**

You are obliged to report to the tax office, if you

- \* take up commercial activities, or
- \* take up self-employed activities, or
- \* perform a freelance profession, or
- \* take up activities in the fields of agriculture and forestry, or
- \* participate in a private company, or
- \* establish a private company, or
- \* establish a capital company (including under foreign law), or
- \* establish an association.

When

- \* taking up activities as an individual entrepreneur, or when participating in a private company

\* establishing a capital company or a cooperative,  
the required registration may be submitted online via Mein-ELSTER. An official questionnaire may be filled in as an alternative.

The required templates are available from the competent tax office or online (see ?Forms? section). The type of questionnaire required depends on the legal form of the organisation.

Tax registration for private companies and associations is not available in electronic form at this point.

To access the questionnaire under ?Mein ELSTER?, you need to register / to have a user account for ?Mein ELSTER?. This access is also required later on to fulfil further tax-related duties (e. g. to submit tax declarations or tax returns), unless you instruct a third party to take care of these activities. Information about registration is available on the ELSTER website.

### **Prerequisites**

- No prerequisites

### **Documents required**

- Registration form  
See ?Forms? section.  
Guidelines with explanations are available for filling in the individual questionnaires.

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If applicable: Contracts, certificates or similar

Information about further required documents that need to be submitted is provided on the questionnaires.

## Forms

- Declaration via ELSTER  
<https://www.elster.de/eportal/formulare-leistungen/alleformulare>
- Forms for opening and establishing businesses  
<http://www.berlin.de/sen/finanzen/steuern/downloads/artikel.9770.php>
- Forms for establishing associations  
<http://www.berlin.de/sen/finanzen/steuern/downloads/artikel.9776.php>

## Fees

None

## Legal basis

- §§ 85, 88, 90, 93 and 97 of the German Tax Code (AO)  
[http://www.gesetze-im-internet.de/ao\\_1977/](http://www.gesetze-im-internet.de/ao_1977/)

## More information

- ELSTER website  
<https://www.elster.de/eportal/start>
- Information about ELSTER registration  
<https://www.elster.de/eportal/registrierung-auswahl>
- Responsibilities of tax offices in the federal state of Berlin  
<https://www.berlin.de/sen/finanzen/steuern/finanzaemter/zustaendigkeit-finden/>

## Link to online processing

<https://www.elster.de/eportal/start>

## Responsible authority

Please note that the official language for all proceedings is German. We therefore ask you to submit any entries, notifications or applications in German only, to allow for them to be processed by the competent departments. These websites provided in English language are only intended for providing general information. They do not give rise to any legal right to handle processes in any other language.

Responsibility in Berlin is determined by regional aspects and by the legal status under which the commercial or self-employed activities are performed.

The Finanzamt für Körperschaften I (Tax Office for Corporations I) is responsible for associations.

The Tax Offices for Corporations I - IV (Finanzamt für Körperschaften I - IV) are responsible for all other capital companies and private companies in the form of a GmbH Co. KG. Further information about responsibilities is available

[[<http://www.berlin.de/sen/finanzen/steuern/informationen-fuer-steuerzahler/finanzaemter-fuer-koerperschaften>]]

Natural persons and private companies are administered by the 17 regional tax offices. Please use the links above to access further information.

## Information on this location

### Finanzamt Schöneberg

#### Responsibility

<http://www.berlin.de/sen/finanzen/steuern/finanzaemter/index.html>

#### Address

Potsdamer Str. 140  
10783 Berlin

#### Sonstige Hinweise zum Standort

Die Zahlung von Steuern und Abgaben ist nur unbar durch Überweisung oder Einzahlung auf ein Konto des Finanzamts sowie mittels Hingabe/Übersendung von Schecks möglich. Verwaltungsgebühren können am Standort mit girocard (mit PIN) bezahlt werden.

#### Barrier-free access

This facility is partially wheelchair accessible.

Handicapped parking space available.

A WC fully accessible to wheelchairs is available.

#### Opening hours

Monday: 08:00-15:00 Uhr

Tuesday: 08:00-15:00 Uhr  
Wednesday: 08:00-15:00 Uhr  
Thursday: 08:00-18:00 Uhr  
Friday: 08:00-13:30 Uhr

## **Changes in opening hours**

Die angegebenen Sprechzeiten beziehen sich auf die Info-Zentrale. Diese ist Ihre zentrale Anlaufstelle für allgemeine Auskünfte und die Abgabe von Steuererklärungen.

## **Public transportation**

U-Bahn Bülowstraße: U2  
U-Bahn Kurfürstenstraße: U1  
Bus Bülowstr.: M19, M48, 106, 187

## **Contact**

Telephone: (030) 9024 18-0  
Fax: (030) 9024 18-900  
Internet: <http://www.berlin.de/sen/finanzen/steuern/finanzaemter/schoeneberg/>  
E-mail: [poststelle@fa-schoeneberg.verwalt-berlin.de](mailto:poststelle@fa-schoeneberg.verwalt-berlin.de)

## **Payment methods**

Payment only by debit card (Girocard) (with PIN) at this location.

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