



Federal Central Tax Office, 53221 Bonn, Germany

General information on the  
identification number:  
[www.identifikationsmerkmal.de](http://www.identifikationsmerkmal.de)  
or directly via the QR code



<date>

### Allocation of your identification number

Hello <Title/Degree> <First Name(s)> <Last Name>,

I have assigned you an identification number to facilitate your clear identification in administrative proceedings. This reads:

**99 999 999 999**

Your identification number remains permanently valid. It, therefore, will not change even if, for example, your home address or your name changes. It is, therefore, important to keep this letter in a safe place.

Important information and the legal basis for the identification number and its use can be found on the back of this correspondence and on the Internet at [www.identifikationsmerkmal.de](http://www.identifikationsmerkmal.de).

Yours sincerely  
Your Federal Central Tax Office

#### Data protection notice

For information pertaining to the tax administration's processing of personal data and on your rights under the General Data Protection Regulation (GDPR), as well as your points of contact regarding data protection matters, please refer to the general information correspondence ([www.bzst.de/DatenschutzInfo](http://www.bzst.de/DatenschutzInfo)). The Federal Central Tax Office will provide you with details of the data stored for the identification number on request.

## Notes on the identification number

### Purpose of the identification number

Each individual receives an 11-digit identification number for the purpose of unique identification in administrative proceedings, which is permanently assigned to them. No personal or official data is encrypted therein. It is, therefore, not necessary to assign a new identification number if personal data changes (e.g. residential address, marital status, gender).

### Use of the identification number

The identification number is required in numerous administrative proceedings. It must, therefore, be stated in all applications, declarations and notifications regarding income tax to the tax authorities. In order to apply for child benefit, you will need your own identification number, as well as that of your child. Furthermore, third parties (e.g. credit institutions for exemption orders, employers for income tax deduction details) will require your identification number, in order to fulfil their statutory data transmission obligations. Please provide all third parties obligated to transfer data with your identification number on request.

### General information

General information on the identification number is available on the Internet at [www.identifikationsmerkmal.de](http://www.identifikationsmerkmal.de) or directly via the QR code.

