

Registering to use the Federal Central Tax Office's online portal (BOP): Checklist

In order to use the BOP for the purpose of filling out applications for capital income tax relief (section 50c (2) sentence 1 no 1 of the Income Tax Act; section 50c (3) in conjunction with section 44a (9) of the Income Tax Act) and transmitting authenticated applications to the Federal Central Tax Office without having to produce a printed copy, it is necessary to complete the following steps **one time only per user**, if the user is not yet in possession of a BOP certificate or an EOP certificate.

- Application for authorisation by the Federal Central Tax Office, Division St I B 3
- Registering to use the BOP

You can use the following checklist to help you complete the registration process in the right order.

a)	Submit an online application to the Federal Central Tax Office for authorisation to use the BOP.	<input type="checkbox"/>
b)	E-mail/letter a copy of your passport or ID card and, if required, a copy of a commercial register extract to kapitalertragsteuer@bzst.bund.de /Department St I B 3 An der Kuppe 1, 53225 Bonn, stating the date when you submitted your online registration form.	
c)	Receive a BZSt number via post.	<input type="checkbox"/>
d)	Receive a BZSt access code via e-mail.	<input type="checkbox"/>
<p>You must complete steps a) to d) before performing the following steps. If you do not receive a BZSt number and access code within four weeks, please contact us (use the online contact form or send an e-mail to kapitalertragsteuer@bzst.bund.de) for assistance. If you do not receive the e-mail in step d) above, please check your spam folder before contacting our support staff.</p>		
e)	Start the process of setting up a new BOP user account.	<input type="checkbox"/>
f)	Open the e-mail containing an access link, click the link for confirmation, and continue the registration process.	<input type="checkbox"/>
g)	Receive an e-mail from the Federal Central Tax Office containing an activation ID.	<input type="checkbox"/>
h)	Receive an activation code from the Federal Central Tax Office via post.	<input type="checkbox"/>
<p>You must complete steps e) to h) before performing the following steps. If you do not receive an activation ID and activation code within four weeks, please contact us (use the online contact form or send an e-mail to kapitalertragsteuer@bzst.bund.de) for assistance. If you do not receive the e-mails in steps f) and/or g), repeat step e).</p>		
i)	Complete the registration process by clicking the activation link in the e-mail specified in step g) and by entering the activation data specified in steps g) and h).	<input type="checkbox"/>
j)	Receive an e-mail containing the link for the initial BOP login.	<input type="checkbox"/>
<p>You must complete steps i) and j) before performing the following steps.</p>		
k)	Log in to the BOP for the first time using the link sent in the e-mail specified in step j).	<input type="checkbox"/>
<p>You have now successfully completed the registration process and can use the BOP's online forms to file tax relief applications.</p>		