



Information about registering for electronic submission of insurance tax and fire protection tax returns via the BZSt's online portal

Together with the Information Technology Center Bund (ITZBund), the Bundeszentralamt für Steuern (Federal Central Tax Office or BZSt) is providing a system that will enable you to submit insurance and fire protection tax returns electronically, via the BZSt's online portal.

To access the system, you must register once to receive a certificate, which is used for your authentication.

However, you only need to register if you do not already have an appropriate certificate.

The following are appropriate certificates:

- A certificate for the Elster online portal (this also enables data transmission via the BZSt's online portal)
- A certificate for the BZSt's online portal obtained for another tax return system

If you do not have one of the certificates stated above, you need to **register with your BZSt number** in order to be able to submit insurance or fire protection tax returns electronically. The registration procedure is as follows:

1) Application to the BZSt for registration:

- You will need a BZSt number (*BZSt-Nummer*), which must be applied for in writing.
The person obliged to submit tax returns and pay over the tax (under section 8 of the Insurance Tax Act or section 8 of the Fire Protection Tax Act) is entitled to make this application and must sign it personally. The application form is available [here](#)¹.
- The BZSt will verify whether the data are complete and whether the correct person has made the application.

¹ <http://www.formulare-bfinv.de/ffw/action/invoke.do?id=034109>

- If both of these criteria are met, the BZSt will send you:
 - The BZSt number which has been generated (which will be sent by post)
and
 - The access code, known as *BZSt-Geheimnis* (which will be sent by e-mail)

2) **Process of registering on the BZSt's online portal:**

When you have received the BZSt number and *BZSt-Geheimnis* (both of which are confidential) please pass them on to the persons named in the application for authorisation, whom you have authorised to transmit/submit tax returns in future. Each person authorised to submit tax returns must carry out the following steps once in order to register:

(Address: https://www.elster.de/bportal/registrierung-auswahl?locale=en_US)

- **Step 1: Entry of personal information, BZSt number and *BZSt-Geheimnis*:**

As a person authorised to submit tax returns, once you have received the BZSt number and *BZSt-Geheimnis*, you can enter them, along with your personal information. You will then receive an e-mail containing a link. You must confirm receipt of the e-mail by clicking on the link (take care that any spam filters you have do not disable this). Once you have done this, you will receive the **activation data** and the **activation code** for your access by letter and e-mail, respectively.

- **Step 2: Activation and generation of the certificate**

Use the information listed under step 1 to activate your access to the system. A **provisional certificate** is generated in the process.

- **Step 3: First login**

Log in using your provisional certificate to complete the registration process. Once you have done this, you will receive your **permanent certificate** (PFX certificate), which is required for access and for electronic signature. This PFX certificate is saved on your PC. You are now an authorised party.

Please note: You must complete the registration process within 150 days, as your provisional certificate will then expire for reasons of security.

Once you have successfully registered, you can log on to the BZSt's online portal using your certificate. You can then click through to My BOP -> My Forms, where you will see an input template in which you can enter the tax-return data.