

# **As an insured person, contact the Künstlersozialkasse for information, advice or clarification of concerns**

If you, as an insured person in the artists' social insurance scheme, have a question or concern in connection with your compulsory insurance, you can contact the Künstlersozialkasse.

## **Competent Department**

- [Künstlersozialkasse \(KSK\), Abteilung Versicherte](#)

## **Basic information**

The Artists' Social Insurance Fund advises you on all matters relating to your insurance under the Artists' Social Insurance Act. You can:

- Clarify questions about your current insurance obligation,
- obtain information,
- submit documents,
- submit applications.

In addition, the Künstlersozialkasse will inform you about your rights and obligations.

## **Requirements**

- You are currently subject to compulsory insurance or entitled to a subsidy under the artists' social insurance scheme.

## **What documents do I need?**

- Completed online notification or informal notification
- Which additional documents you may need to submit depends on your request.

## **Procedure**

Online notification:

- Call up the online form on the federal portal [verwaltung.bund.de](http://verwaltung.bund.de). This will guide you step by step through the necessary information, which you can enter electronically.
- Note: You will need your electronic ID document to register for the online form.

- You will need approximately 10 minutes to complete the online notification. If you are applying for an exemption, it may take longer to complete (approximately 30 minutes).
- First enter your personal details, including your insurance number. You will find this on the letter from the artists' social insurance fund in the top right-hand corner.
- On the next page, select the type of your notification.
- You can then enter the information required for your request and upload any additional documents.

#### Notification by post:

- Let us know your request informally.
- Please also state your insurance number. You will find this in the top right-hand corner of the letter from the Künstlersozialkasse.
- If you have received a request from the Künstlersozialkasse, please use the reply form provided.
- If you wish to apply for exemption, please also complete the PDF application form "Exemption from statutory health/nursing care insurance".
- Attach any additional documents or the requested documents.
- Sign your notification and any enclosed forms and send everything to the Künstlersozialkasse.

Once the form or your notification has been received, the Künstlersozialkasse will check your details and reply to your request by post.

If there are any queries or further documents are required, the Künstlersozialkasse will contact you by post.

#### Notification by telephone:

- Please have your insurance number ready. You will find it in the top right-hand corner of the letter from the Künstlersozialkasse.
- Call the Künstlersozialkasse.
- Tell the Künstlersozialkasse about your request.
- The Künstlersozialkasse will try to answer your questions during the conversation and discuss the necessary steps.
- If it is not possible to answer your questions directly, you will either be called back or you will receive the missing information by post.

### Legal bases

- [§ 47 Künstlersozialversicherungsgesetz \(KSVG\)](#)
- [§§ 1 bis 20 Künstlersozialversicherungsgesetz \(KSVG\)](#)

### More information

There are no references or special features.

Legal remedy: Objection. Not all notifications have legal consequences. If there is a change with legal consequences, you can find detailed information on how to lodge an objection in the notification from the Künstlersozialkasse.

## **What deadlines must be paid attention to?**

It is best to contact the Künstlersozialkasse with your questions as soon as possible. Please always reply to inquiries from the Künstlersozialkasse within the time limit specified. Delayed answers can lead to legal disadvantages for you.

## **How long does it take to process**

1 day bis 60 days The processing time depends on the workload, the nature of your request and the way you contact us.

## **What are the costs?**

gebührenfrei