

Dr. Münch – Kurfürsten-Anlage 34 – 69115 Heidelberg

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Steuerberatung  
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## Checklist

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### Checklist for pension claim – refund of contributions to the german pension-system

USt-ID-Nummer  
DE200332608

Bankverbindung

- Power of attorney
- Annual certificates of social-security contributions for all years the claim is to be made
- Alternatively: pay-slips of the final month for each year the claim is to be made
- Copy of de-registration in Germany (Abmeldebescheinigung)
- Certified declaration of permanent residency abroad, e.g police, town-hall, health-insurance or notary
- Copy of passport
  
- Refund claim form will be prepared by us but has to be signed and your signature has to be confirmed by a notary. Notarized ORIGINAL needs to be returned to our office by regular mail

Heidelberger  
Volksbank e.G.  
Konto 8006601  
BLZ 672 900 00

Fee-scheme for the complete process all-inclusive:

5% of the refund, minimum EUR 399,-

[münch](#) Steuerberatung

Dr. Michael Münch  
Steuerberater

Qualität verpflichtet