

# Form "Information on income situation" - How do I fill it in correctly?

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### Part 1: Questions about the household

- Make sure you write your **title**, your **surname**, **first name** and, if applicable, the **artist's name** legibly.
- Check your tenancy agreements to see **when the contract for your current studio first started** and what the **studio number** is so that you can fill in the relevant fields.
- If you want to continue using the studio, tick that you still need it.
- Do not forget to fill in the **number of persons** in the household. Note: This refers to the number of people with whom you live in a household, e.g. with your partner and/or child(ren) or other family members, but not, for example, flatmates in a shared flat.
- Indicate whether you are **married**.
- **Net annual income of the other household members:** If the number of persons in the household is bigger than 1, you must enter the income of the other household members here (income of other adults and/or child benefit). Please only enter a total sum in €.
- Indicate whether **children live in your household**, and if so: how many and at what age.
- **If you do not know how to correctly represent your situation in the form, please contact the studio office before submitting your application.**

### Part 2: Self-disclosure (table)

- **Field 1:** Your total **income** from the calendar year indicated (not including the income of your family / other household members).
  - Your total income from work sales, fee and work contracts, wage and salary income, investment income, scholarships, prize money, ALG I, ALG II, Sozialgeld, pension, allowances, income from rent, inheritance, private support, monetary gifts, savings used up in this year, other income.
  - Excluding the income of your family / other household members.

- ATTENTION: This is often not the same amount as in your income tax return because the tax office only records taxable income. Note the different forms of income listed above!
  - Please only an amount in €, without individual items or calculation methods.
  - Tip: You can usually easily see all income from your bank statements. (Unless you often work with cash receipts - these of course also count as your income).
- **Field 2:** All **taxes** that you have transferred to the tax office in the corresponding year (without the taxes of your other household members)
    - All taxes that you have transferred to the tax office in the corresponding year (outflow principle), without the taxes of your other household members.
    - Please only one amount in €, without individual items or calculation methods.
    - Tip: You can also easily take this information from your bank statements.
- **Field 3:** all expenses you had for your art in the respective year (only your **professional costs for the activity as a freelance visual artist**, no private costs, costs arising from other professional activities or costs of your other household members).
    - If you do not exceed the lump sum of 5,000 €, simply enter the sum of the expenses in the field.
    - If your expenses exceed € 5,000, create a **list of cost centres** informally on an additional page. This means:
      - No individual invoices, but collective items such as room costs, material costs, advertising costs, transport costs, travel costs, ... (Here, do NOT simply take over the items from the EÜR for the tax office: These are often not meaningful!).
      - Write down each collective item with the corresponding sum in €.
      - Add up the totals at the end, and then enter this figure in the form.
- **Field 4:** From the previous three fields you can calculate your own net income for the year: Field 1 minus Field 2 minus Field 3 = your net income for the year (not including the income of other household members) → Enter in Field 4.
    - If your household consists of more than one person: Now add the net income of the other household members to your personal net income (same calculation method for each person). Child benefit is also added here. → Enter the final total in Field 4

### Part 3: Date and signature

- Please insert the **date** and **sign**.
- After signing, you should scan or photograph the form and send it to the studio office by e-mail as a PDF file. (Please keep the original for your records!)