



## REPORTING OBLIGATIONS

### What is the reporting obligation?

If you **apply for a benefit** or **receive a benefit**, you are legally obliged to notify us of any change within the reporting period.

The obligation to report applies from the day on which you apply for a benefit.

The reporting obligation also applies to your legal and judicial representation.

### What changes should be reported?

This information sheet gives you an overview of which changes you need to report to us quickly and without being asked.

These are changes that affect your entitlement or the amount of the benefit.

In relation to

- Compensation allowance
- Compensation allowance bonus/pension bonus
- Child allowance
- Transitional allowance
- Dependent family member carer's allowance

you must also notify us of any changes affecting your **dependent family member**.

### Consequences in the event of a breach of the reporting obligation:

If you have wrongly received benefits

- due to deliberately false information,
- by deliberately concealing material facts or
- by violating the reporting obligation

you must pay back these benefits.

You also have to repay benefits that you should have realised that you are not entitled to or are not entitled to the amount (e.g. an obviously too high payout).

**Incomplete and incorrect information** as well as the **violation of the reporting obligation** may have legal consequences.

## YOU MUST ALWAYS REPORT:

### Reporting period: 2 weeks

- Name change
- Change of residence
- Change in marital status (e.g. marriage, registered civil partnership, divorce)
- Birth of a child
- Application / accrual / amount / change / discontinuation of any further domestic or foreign pension or annuity
- Changes to domestic or foreign health insurance coverage
- Serving a prison sentence, pre-trial detention or placement in a forensic therapeutic center, in an institution for lawbreakers in need of rehab or dangerous recidivists

### Reporting period: 7 days

#### Start / interruption / end of ACTIVITIES and accrual / amount / change of INCOME

- Employed or self-employed activity
- Business License
- Professional authorization
- Participation in
  - Partnerships (general, limited)
  - Companies under civil law
- Participation as a GmbH managing director in the share capital
- Appointment as GmbH shareholder as managing director or authorised signatory
- Participation as a silent partner
- Agriculture/Forestry
- public mandate / political function (e.g. as mayor, municipal councilor, official in the Chamber of Commerce)
- Entitlement to sick pay
- Compensation for holiday pay (holiday compensation, holiday allowance)
- Termination Compensation

## YOU MUST ALSO REPORT IF YOU APPLY FOR OR RECEIVE THE FOLLOWING BENEFITS:

### Compensation allowance, compensation allowance bonus/pension credit - *reporting period: 2 weeks*

You must also report all information for your dependent family member!

- Change in family circumstances
- Change in living conditions
- Giving up the shared household with your spouse or registered partner
- Any change in residence permit
- Transferring your stay abroad (including temporary stays)
- Every stay abroad, including upcoming trips abroad
- Death of spouse, registered partner, child
- Receipt of interest from, for example, savings, securities
- Accrual / amount / change / discontinuation of
  - all earnings
  - Income of those people who pay or should pay maintenance to you
  - a right of residence, free catering and claims to benefits in kind, usufruct enjoyment and benefits in kind
  - Income from insolvency compensation (termination compensation, default allowance)
  - Unit values of agricultural and forestry land
  - transfer of apartments, farm buildings, houses or land

### Care allowance - *reporting period: 4 weeks*

- Stays in a hospital, a health care institution or a rehabilitation centre at the expense of a domestic or foreign social insurance agencies, the federal government or a health care institution
- Any change in residence permit
- Transferring your stay abroad (including temporary stays)
- Every stay abroad, including upcoming trips abroad
- Admission to a nursing home

- Significant improvement in health
- Accrual / amount / change / discontinuation of a
  - domestic or foreign benefit similar to the care allowance (e.g. care allowance, blind person allowance, foreign cash benefit or care benefit in kind)
  - domestic or foreign pension, pension, a retirement or pension benefit

### Widow's / Widower's pension, pension for surviving registered partners - *reporting period: 2 weeks*

- Accrual / amount / change / discontinuation of
  - a cash benefit from the statutory social security (e.g. accident pension)
  - a cash benefit from unemployment insurance
  - a subsidy from the labor market promotion
  - a domestic or foreign enjoyment of retirement, pension or a similar benefit on the basis of a contractual pension commitment from an employer

### Orphan's pension or child allowance - *reporting period: 2 weeks*

- Change in marital status (e.g. marriage, registered civil partnership, divorce)
- Death of the child
- in the event of continued payment above the age of 18:
  - Accrual/ discontinuation of a claim to (increased) family allowance
  - End or interruption of school education, vocational training or studies
  - Performance of on-call service or community service
  - Commencement and discontinuation of gainful employment
  - Receipt of a benefit from the unemployment insurance or a subsidy from the labour market promotion
  - End of a voluntary activity
  - Discontinuation of incapacity to work

## Corridor pension / Heavy-labor pension / Early retirement pension with long insurance period as a **PARTIAL PENSION** – **Notification period: 2 weeks**

- any commencement of self-employed work
- Exceeding the maximum permitted weekly hours of dependent (non-self-employed) employment

INFO: You can find the maximum permitted weekly hours that apply to you in your award notice under "Hinweise".

## Home victim's pension - **reporting period: 4 weeks**

- Accrual / amount / change / discontinuation of compensation for loss of earnings and the income-related additional benefit under the Crime Victims Act

## Dependent family member allowance - **reporting period: 4 weeks**

- Accrual / amount / change / discontinuation of income of the caring family member
- Start / end of self-insurance or continued insurance for periods of care for family members
- End of care provided in a home environment; Admission of the person to be cared for to a nursing home
- End of predominant care, i.e. end of the provision of the majority of care services by close family members
- Reduction of the care allowance level or withdrawal of the care allowance of the person to be cared for
- Death of the person to be cared for

## Transitional allowance - **reporting period: 2 weeks**

- A Change in family relationships
- Change in living conditions
- The joint household's assignment when relatives were considered for the transitional amount of the allowance
- Application / accrual / amount / change / discontinuation of a recurring cash benefit from unemployment insurance (e.g. unemployment benefit, emergency aid) and a subsistence allowance
- Any circumstance that may affect the success of the rehabilitation measures (e.g. non-cooperation in ordered rehabilitation measures)
- if there are children over the age of 18
  - Interruption / end of school or vocational training
  - Taking up an activity
  - Any change in income

## OUR ADDRESSES

You can reach us:

- by phone at the number +43 (0)5 03 03
- by mail
- by email
- by fax
- In person by appointment after calling

### Landesstelle Wien

Friedrich-Hillegest-Straße 1, 1020 Wien  
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Information on **reporting obligations** in other languages and **detailed information** on various topics (e.g., Pension Payment Receipt, Family Bonus) can be found in the brochures and info sheets on our website at [www.pv.at](http://www.pv.at).

QR code for reporting obligations in other languages:

