



FOR INTERNATIONAL ONLINE SELLERS

German VAT Registration

The exact documents you need

A country-by-country checklist of the exact documents the Finanzamt needs to register your company for VAT in Germany.



Prepared by a licensed German Steuerberater firm
Steuerberaterkammer Rheinland-Pfalz

HOW THIS WORKS

Before you begin

German VAT registration means obtaining a German tax number (**Steuernummer**) and a VAT identification number (**USt-IdNr.**) from your local **Finanzamt**. Which documents you must provide depends on where your company is based. Vaytax prepares the German forms, files them with the Finanzamt, and handles the correspondence, so you never have to read the German tax code or make the call yourself.



HOW TO READ THIS CHECKLIST

01

Tick each document

Use the box on the left to check off each document as you gather it.

02

Read the note

The line under each document explains, in plain English, what it is and where it comes from.

03

Mind the Watch out

Each country has one detail sellers get wrong most often. It is flagged in a Watch out box.

COMPANY BASED IN

United Kingdom

Post-Brexit, the United Kingdom is treated as a non-EU country, so its documents usually need extra legalisation.



DOCUMENTS TO PREPARE

☐**Certificate of Incorporation**

The official registration document issued by Companies House.

☐**Articles of Association**

Your company's governing document, showing directors and shareholders.

☐**Proof of business activity**

A recent UK VAT certificate, or first invoices showing that you are trading.

☐**Passport copy of the director**

A clear, certified copy of the legal representative's passport.

☐**Proof of trading into Germany**

An Amazon FBA inventory report or first German sales that trigger the VAT obligation.

**WATCH OUT**

As a non-EU company, your incorporation documents usually need an apostille and a certified German translation before the Finanzamt will accept them.

COMPANY BASED IN

United States

The US has no central company register, so federal and state documents stand in for it.



DOCUMENTS TO PREPARE

☐**Certificate of Incorporation or Articles of Organization**

Filed with your state, for example the Delaware Secretary of State.

☐**EIN confirmation letter (IRS CP 575)**

Your federal Employer Identification Number, the key company identifier for the Finanzamt.

☐**Certificate of Good Standing**

Confirms your company is active and in order with your state.

☐**Passport copy of the owner or managing member**

A clear, certified copy of the legal representative's passport.

☐**Proof of trading into Germany**

An Amazon FBA inventory report or first German sales that trigger the VAT obligation.

**WATCH OUT**

There is no single US register extract. The IRS EIN letter (CP 575) is essential, and a state Certificate of Good Standing takes the place of a commercial register entry.

COMPANY BASED IN

China

Chinese documents must be legalised and translated before they can be filed in Germany.



DOCUMENTS TO PREPARE

**Business License**

The official company registration document (the yingye zhizhao).

**Articles of Association**

Your company constitution, showing the legal representative and business scope.

**Passport or ID of the legal representative**

A clear, certified copy of the legal representative's identity document.

**Proof of trading into Germany**

An Amazon FBA inventory report or first German sales that trigger the VAT obligation.

**Certified German translation of all documents**

Prepared by a sworn translator recognised in Germany.

**WATCH OUT**

Every document must be apostilled, or legalised through the German embassy, and translated into German by a sworn translator. Plan two to three extra weeks for this.

COMMON REQUIREMENTS

Documents for every country

These apply to every company, whatever country it is based in. Vaytax prepares the German-language forms; you supply the details.



DOCUMENTS TO PREPARE

☐**Fragebogen zur steuerlichen Erfassung**

The German tax registration questionnaire. Vaytax completes and files this for you.

☐**SEPA direct debit mandate and bank details**

Your IBAN and BIC, so VAT payments and refunds run correctly.

☐**Tax representative authorisation (Vollmacht)**

A power of attorney letting your licensed Steuerberater act with the Finanzamt on your behalf.

☐**Passport or ID of the legal representative**

A certified copy, if you have not already supplied one with your country documents.

**GOOD TO KNOW**

Vaytax completes the German-language Fragebogen zur steuerlichen Erfassung and the Vollmacht for you. You provide your bank details and a copy of your ID; we handle the German paperwork and the Finanzamt.



WHAT HAPPENS NEXT

After you have these documents

Once your documents are ready, here is what the registration looks like.



You submit

You send us the documents from this checklist. We prepare your German VAT registration and submit it to the Finanzamt.



Finanzamt review

The tax office reviews your application. This usually takes four to eight weeks.



Your VAT number

You receive your Steuernummer and USt-IdNr. You are ready to sell and to file.

Vaytax prepares and files all of this for you.

€1,199 per year, all-in and charged at signup. Or €79 per month if you already have a German tax number.



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