

# Becoming a member

How to become a member of Smart?

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# Declaration of membership in the Portal

You can become a Smart member after attending an information session and an initial individual consultation. We look forward to having you as part of our community of freelancers!

We will register you as a member as soon as you have completed these three formal steps:


1. First, you should register in our **Smart Portal**.

*Smart*


### Register your account

To receive the Member status and use all the functionalities of the Smart Portal, you need to register first.

Email




Password



Should be more than 8 symbols

Confirm password



Must fully match the password

☐ I have read and agree to the privacy policy.  
[Read our privacy policy here](#)

**Register**

2. Now you can submit your **declaration of membership** (Beitrittserklärung) online. Please fill in all fields. As a private person you can leave out the field Company name / Artist name.

The declaration of membership only refers to membership of the cooperative. Having filled it out does not mean that you are employed.

To apply for membership, you will need the above data and your identity card. At the end, you will be asked to accept the following privacy policy and our statutes:

- You can find all data protection declarations in this Smart Guide under [Contact and Data protection declarations](#).
- You must also agree to the cooperative's articles of association before you become a member. You can find the [articles of association](#) here.
- You also agree to receive the newsletter. On average, we send out one monthly newsletter with relevant information about the cooperative. The newsletters are an important means of communication with our members.

Attention: Please remember to download, sign and upload the signed application in the Portal. Without this step we cannot proceed with your membership!

The screenshot shows the 'Smart' logo and 'Application' dropdown in the top left. A sidebar on the left contains a search icon and the word 'Application'. The main content area is divided into two sections. The top section is a form with the following fields: 'Number of shares' (value: 1), 'Name' (Last name, First name), 'Contacts' (E-mail, Phone number), 'Address' (Country, Street, Postal code, Street number, City), and a large text area for a signature. The bottom section is titled 'Sign your application' with a warning icon. It contains the instruction: 'Please download the Membership Application, print it out, sign, scan and upload the signed Application back.' Below this instruction is a button labeled 'Download application' with a download icon, which is circled in red. At the bottom of this section, it says 'No files' and has a button labeled '+ Add file'.

3. Finally, please remember to **pay your share**. This is a formal step that is legally required for admission to the cooperative. Joining the cooperative can only be completed once the money has been received.

You can specify how many shares you would like to buy directly in the declaration of membership. One share costs EUR 50 at Smart - this is a one-time payment.

You can find the **bank transfer information** below:

50 € for a cooperative share - please transfer to the following account:

GLS Gemeinschaftsbank eG

IBAN: DE74 4306 0967 2050 0811 00

BIC: GENODEM1GLS

**Please note "share" and your first and last name in the reason for payment.**

# Employment Datasheet

Once your membership of the cooperative has been activated in the Smart Portal, you will be asked to complete the employment data sheet. You will be required to enter important employment-related data to start your contract. After you complete this form you will be able to use other functions of the portal, such as creating your first order.

## Employment datasheet

In order to use all the services of the Smart Cooperative, we need your personal data. We check your data to ensure that everything is fine for the employment and realization of your orders. After checking your data, all functions (order management, employment, expenses and budget overview) will be activated and you can start creating your first orders.

[Click here to enter your personal data](#)

Please note that the personal details from the employment data sheet will have an impact on your payroll processing.

You will be lead step by step through the questionnaire here:

## Personal Details

For legal reasons, we have to ask for your gender. Please enter your official gender as it appears on your identity card or travel document in the Gender field. If you use pronouns other than those on your ID card, you can specify your preference under Pronouns. You can also select 'Name' if you prefer to be addressed without pronouns.

## Residence Permit

If you are not an EU citizen, you will most likely need a residence permit to work in Germany. We are therefore obliged to ask for this document.

With Smart you will have the status of an employee, so you will need to demonstrate a residence permit allowing full access to the labor market (note 'Erwerbstätigkeit gestattet'). Visa for self-employment purpose (AufenthG § 21) is unfortunately not sufficient.

Please note that the information on access to the labor market is usually on the back of the residence permit, so we need both sides.

## Marital status and tax class

We need this information for correct payroll processing. You can find your tax class on your previous income tax assessment notice (*Lohnsteuerbescheid*), on your income statement (*Einkommensbescheid*) or on your payslip (*Lohnbeleg*). If you have any questions, please contact your local tax office.

## The Tax Identification Number

The tax identification number is an eleven-digit identification number that every citizen registered in Germany receives for tax purposes when they are born or when they first register in Germany.

You received the number in a letter from the Federal Central Tax Office. If you cannot find the letter, look for it on your income tax statement or on your last income tax assessment notice, or contact your local tax office.

If you have lost the letter or never received it, you can apply for the number to be reassigned [here](#).

Please note: **the tax identification number** (*Steueridentifikationsnummer*) should not be confused with **the tax number** (*Steuernummer*), which you have to apply for separately to register your self-employed activity. If you process all your invoices via Smart and are not also self-employed, you do not need to apply for a tax number.

## Social Insurance Number

You will find your **social insurance number** (*Sozialversicherungsnummer*), alternatively known as a **pension insurance number** (*Rentenversicherungsnummer*), on your social security card. You will receive your card per post after you have worked in Germany as an employee subject to social security contributions for the first time. The social insurance number will also appear on your payslip.

If you have never been employed in Germany before and do not know your social insurance number, we will request it directly from Deutsche Rentenversicherung. If you need the number earlier, you can request your social security card from Deutsche Rentenversicherung by phone or online.

## Health Insurance

While employed by Smart, you must register with a public health insurance provider. If you are already a member of a public health insurance provider, you just need to let us know which one, so we can forward your contributions there. It is up to you which health insurance provider (**Krankenkasse**) you choose.

If you do not have public health insurance yet, you can compare different providers via our partner Feather and register for one directly [here](#).

### Type of health insurance

Please note: As an employee in Germany you are obliged to be insured through the public health insurance. There is an exception for employees who earn more than **66.600 EUR gross per year** (as of 2023). If that applies to you, you can alternatively opt for **private insurance**.