

Online initial registration

Only natural persons (citizens and individual entrepreneurs) can complete an initial online registration for FinanzOnline.

The following cases are excluded:

- it is a partnership
- it is a legal entity
- there is insolvency
- a legal representative was appointed
- You are between 14 and 18 years old and are required to submit an income tax return (limited or unlimited tax liability)
- You are under 14 years old

Instructions for filling out

- **Required fields**
All fields marked with “*” are mandatory and must be filled out
- **Notation**
Uppercase and lowercase letters can be used in the online form. The use of umlauts and “ß” is permitted. Special characters are not recognized by the system and are therefore not permitted.
- **Title and/or additions**
Neither titles (e.g. Mr.) nor additions (e.g. MSc.) must be entered in the “Last name” and “First name” input fields, otherwise the initial online registration will be prevented. An addition, change or deletion of titles and/or additions is possible after the initial registration and initial system entry in the basic data function.

Login details

- **Last name**
Double names can be specified; in total, the last and first name may not contain more than 37 characters.
- **First name**
Two or more first names can be specified. In total, the first name and last name may not contain more than 37 characters
- **Street, house number, stairs, door**
The full address must be entered in upper and lower case. The entire address (street name, house number, stairs and door number) may not contain more than 37 characters.
- **Postcode, Town**
With the “Search location for Austrian postal code” button, all locations for the specified postal code are made available for selection in a separate window in the drop-down menu. With “Ok” the selected location is accepted.
- **Proof of Identity**
The relevant document must be selected in the drop-down menu.
- **number**
A maximum of 30 digits can be entered for the document number.
- If you have a student ID card, you must enter the school number here. If the school number cannot be stated on the student ID card, you can request it from the school or at www.schulen-online.at

- **Username (for getting started with FinanzOnline)**

Any term with a length of 8 to 254 characters, both letters and special characters are permitted.

Please note that after you have completed your initial online registration, the user name represents part of your access ID (together with the password), which you must enter for clear authentication each time you log into the system.

After entering the login details, the following cases may occur:

- **Your login details match the files stored by the tax authorities:**

The “most important” registration details are displayed for checking and with “send” your details will be sent to the tax administration. Access will be activated. After receiving the access code sent by post with return receipt (RSa), you can register in FinanzOnline.

- **Your login details do not match the files stored by the tax administration:**

The “most important” registration details are displayed for checking and with “send” the data you have provided will be sent to the tax office responsible for processing based on the postcode provided. After checking your registration details, a tax office clerk will contact you if necessary. The access codes are handed over personally by the clerk either by post with a return letter (RSa) or, if necessary, at the tax office.

- You already have active FinanzOnline access:

Since only an initial registration is permitted, the registration will not be accepted by the tax administration.

- Electronic registration for FinanzOnline is not possible due to the file system.

Online registration cannot be carried out in the following cases:

- it is a partnership¹
- it is a legal entity¹
- there is insolvency²
- a legal representative has been appointed²
- You are between 14 and 18 years of age and are required to submit an income tax return (limited or unlimited tax liability)²
- You are under 14 years²

¹ Registering for FinanzOnline can only be applied for by a corporate representative or authorised representative with a certified special power of attorney at a tax office.

² Registering for FinanzOnline can only be applied for by a corporate representative at a tax office. If an initial registration is not possible, you can apply to register for FinanzOnline using the form FON1 at any tax office in person.