



Have you received a statement from us for the receipt of sickness benefit?

On the following pages, you will find a **translation guide**. Please answer the questions on the **form in German language** that you received by ground mail, and return it to us signed. This is **important** so that we can check your entitlement to sickness benefit. Thank you very much.

Background information:

AOK-insured employees who are incapacitated for work for more than six weeks can receive sickness benefit for a certain period of time. This way you are financially secure. Sickness benefit starts after the continued payment of wages by the employer or the continued payment of benefits by the employment agency.

In order to pay sickness benefit, the AOK Lower Saxony needs a doctor's confirmation of how long you have been unable to work. The doctor's practice usually sends us this information electronically. If this is not possible in the practice for technical reasons, please submit the doctor-signed paper printout to us.

The entitlement to sickness benefit starts on the day on which it was medically determined that you are unfit for work. The certificate of incapacity for work indicates the expected duration. Please pay attention to the day until which you are on sick leave. At the latest on the next day, further incapacity to work must be certified by a doctor if it persists. If this is a Saturday, Sunday or public holiday, it is sufficient that the incapacity for work is established on the next working day at the latest. If your practice is on holiday at that time, please contact a substitute.

If all the conditions are met, we will transfer the sickness benefit to your account. The payment is made retroactively - always up to the day on which the incapacity for work was last medically certified.

Important information on the questionnaire:

Please enter your tax identification number. This consists of 11 digits. You will find it at the top left of your tax statement.

I have changed employer in the last 12 calendar months yes no

If yes, were contributions from one-time payments made during this period? (e.g. holiday pay, Christmas bonus) paid? yes no

If yes, please attach relevant evidence from your former employer.

I have agreed on flexible working time arrangements (e.g. partial retirement) yes no

The data is collected and processed for the fulfilment of our tasks pursuant to § 284 para. 1 sentence 1 no. 4 SGB V for the purpose of paying sickness benefits according to §§ 44 ff. Your cooperation is required according to § 60 SGB I. Lack of cooperation can lead to disadvantages in benefit entitlements. Recipients of your data may be third parties or service providers commissioned by us within the scope of legal obligations and notification powers. General information on data processing and your rights can be found at www.aok.de/nds/datenschutzrechte. If you have any questions, please contact your contact person named in the letter or our data protection officer.

*The respective telephone numbers are provided voluntarily and serve to facilitate quicker contact in case of questions regarding the payment of sickness benefits. You can revoke this information at any time or in part with effect for the future.

Further explanations and notes

I will inform you of any changes without delay.

I am aware that ... will not be paid if I receive remuneration or income from work during the period of incapacity for work. I am also aware that any benefits wrongly received must be refunded.

If there is an entitlement to a ... allowance, I hereby authorise the AOK Lower Saxony to inform my employer of the following: the amount of the daily gross and net sick pay ... as well as the date on which payment begins.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Date

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Signature