













## Inform Udbetaling Danmark of changes to your family benefits (instructions)





Here you can find instructions in English for how to inform Udbetaling Danmark of changes to your family benefits.




	Go to <a href="http://www.lifeindenmark.dk/family-benefits-change">www.lifeindenmark.dk/family-benefits-change</a>
	Log in using your NemID digital signature.
	Click [Start].
	<p>Click on the information you wish to send notification of. Choose between:</p> <ul style="list-style-type: none"> <li>○ 'Jeg er ikke længere enlig forsørger' (I am no longer a single parent/sole provider)</li> <li>○ 'Jeg flytter, eller der flytter personer til/fra min adresse' (I am moving, or people are moving to or from my address)</li> <li>○ 'Mit barns faderskabssag er afsluttet' (My child's paternity case has been concluded)</li> <li>○ 'Jeg stopper med at arbejde i Danmark' (I am going to stop working in Denmark)</li> <li>○ 'Min indkomst er ændret' (My income has changed)</li> <li>○ 'Mit bidrag er ændret' (My contribution has changed)</li> <li>○ 'Stop af uddannelse eller praktik før tid' (Ending an education or internship/traineeship ahead of schedule)</li> </ul>
	On the next pages, you can find instructions for the kind of information you want to send notification of.







**'Jeg er ikke længere enlig forsørger' (I am no longer a single parent/sole provider)**

	Click [Oplys om ændring] (Notify of change).
	Under 'Fra hvilken dato er du ikke længere enlig forsørger?' (From which date are you no longer a single parent/sole provider?) you must state from which date you are no longer a single parent/sole provider. State the date.
	Click [Næste] (Next).
	Under 'Supplerende oplysninger' (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.
	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.  You do this by ticking the box at the bottom of the page.
	Click [Godkend og send] (Approve and send).

**'Jeg flytter, eller der flytter personer til/fra min adresse'**  
**(I am moving, or people are moving to or from my address)**








	<p>Click [Oplys om ændring] (Notify of change).</p>
	<p>Under 'Hvem flytter?' (Who is moving?) you need to select your kind of moving situation.</p> <p><i>'Der flytter personer til min adresse' (People are moving to my address):</i></p> <ul style="list-style-type: none"> <li>○ 'Et eller flere af mine børn flytter ind på min adresse' (One or more of my children are moving to my address)</li> <li>○ 'En eller flere personer over 18 år flytter ind på min adresse (fx en lejer eller en au pair)' (One or more people over the age of 18 are moving to my address - (for example, a tenant or an au pair.))</li> </ul> <p><i>'Jeg og/eller mine børn flytter fra adressen' (I myself and/or my children are moving from the address):</i></p> <ul style="list-style-type: none"> <li>○ 'Et eller flere af mine børn flytter fra min adresse' (One or more of my children are moving from my address)</li> <li>○ 'Jeg flytter fra adressen uden mine børn' (I am moving from the address without my children)</li> <li>○ 'Jeg flytter fra adressen med et eller flere af mine børn' (I am moving from the address with one or more of my children)</li> </ul>
	<p><b>If your change involves one or more of your children moving to your address</b>, under 'Hvilket barn flytter ind på din adresse?' (Which child is moving to your address?) you must state:</p> <ul style="list-style-type: none"> <li>○ 'Barnets navn' (The name of the child)</li> <li>○ 'Barnets CPR-nummer' (The civil registration number of the child)              Tick the box by 'Barnet har ikke et CPR-nummer' if the child does not have a civil registration number.</li> </ul> <p>You can add information on several children by clicking [Tilføj barn] (Add child).</p> <p>Under 'Hvornår flytter dit barn ind?' (When does your child move in?) you must state when your child is moving in. State the date.</p>
	<p><b>If your change involves one or more people over the age of 18 moving to your address</b>, under 'Hvem er personen over 18 år, der flytter ind på din adresse?' (Who is the person over the age of 18 moving to your address?) you must state:</p> <ul style="list-style-type: none"> <li>○ 'Navn' (Name)</li> </ul>





	<ul style="list-style-type: none"> <li>○ 'Hvilken dato flytter/flyttede personen ind?' (On what date is the person moving in/did the person move in?)</li> <li>○ 'Hvad er din relation til den person, der flytter ind?' (What is your connection to the person moving in?)</li> </ul> <p>Under 'Dokumentation' (Documentation), you can attach documents. You do so by clicking [Vedhæft dokument] (Attach document)</p>
	<p><b>If your change involves one or more of your children moving away from your address</b>, under 'Hvilket barn flytter fra din adresse?' (Which child is moving away from your address?) you must state:</p> <ul style="list-style-type: none"> <li>○ 'Barnets navn' (The name of the child)</li> <li>○ 'Barnets CPR-nummer' (The civil registration number of the child) Tick the box by 'Barnet har ikke et CPR-nummer' if the child does not have a civil registration number.</li> </ul> <p>You can add information on several children by clicking [Tilføj barn] (Add child).</p> <p>Under 'Hvornår flytter dit barn?' you must state when your child is moving out by stating the date. Under 'Flytter barnet/børnene til udlandet?' (Is the child/are the children moving abroad?) you must respond 'Ja' (Yes) or 'Nej' (No).</p>
	<p><b>If your change involves you moving from the address without your children</b>, under 'Hvornår flytter du?' (When are you moving?) you must state:</p> <ul style="list-style-type: none"> <li>○ 'Jeg flytter eller flyttede' (I am moving or I have moved) - State the date</li> <li>○ 'Flytter du til udlandet?' (Are you moving abroad?) - Respond with 'Ja' (Yes) or 'Nej' (No)</li> </ul>
	<p><b>If your change involves you moving from the address with one or more of your children</b>, under 'Hvilke af dine børn flytter med dig?' (which of your children are moving with you?) you must state:</p> <ul style="list-style-type: none"> <li>○ 'Barnets navn' (The name of the child)</li> <li>○ 'Barnets CPR-nummer' (The civil registration number of the child) Tick the box by 'Barnet har ikke et CPR-nummer' if the child does not have a civil registration number.</li> </ul> <p>You can add information on several children by clicking [Tilføj barn] (Add child).</p> <p>Under 'Hvornår flytter I?', you must state when you are moving by stating the date. Under 'Flytter I til udlandet?' (Are you moving abroad?), you must respond 'Ja' (Yes) or 'Nej' (No).</p>

	Click [Næste] (Next).
	Under 'Supplerende oplysninger' (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.
	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.  You do this by ticking the box at the bottom of the page.
	Click [Godkend og send] (Approve and send).









**‘Mit barns faderskabssag er afsluttet’**

**(My child’s paternity case has been concluded)**

	Click [Oplys om ændring] (Notify of change).
	<p>Under ‘Hvilket barn handler faderskabssagen om?’ (Which child is the paternity case about?) you must state which child the paternity case is about:</p> <ul style="list-style-type: none"> <li>○ ‘Barnets navn’ (The name of the child)</li> <li>○ ‘Barnets CPR-nummer’ (The civil registration number of the child)</li> </ul> <p>Tick the box by ‘Barnet har ikke et CPR-nummer’ (The child does not have a civil registration number) if the child does not have a civil registration number.</p> <p>You can add information on several children by clicking [Tilføj barn] (Add child).</p>
	Click [Næste] (Next).
	<p>Under ‘Er faderskabet fastslået som kendt eller ukendt?’ , you must state whether the State Administration or the courts have designated the paternity as known or unknown:</p> <ul style="list-style-type: none"> <li>○ ‘Faderskabet er kendt’ (The paternity is known)</li> <li>○ ‘Faderskabet er ukendt’ (The paternity is unknown)</li> </ul>
	<p>If the paternity is unknown, you must attach a copy of the decision from the State Administration or the court that documents that the paternity has been designated as unknown.</p> <p>You do so by clicking [Vedhæft dokumentation] (Attach documentation).</p>
	Click [Næste] (Next).
	Under ‘Supplerende oplysninger’ (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.



	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.  You do this by ticking the box at the bottom of the page.
	Click [Godkend og send] (Approve and send).







**'Jeg stopper med at arbejde i Danmark' (I am going to stop working in Denmark)**

	Click [Oplys om ændring] (Notify of change).
	Under 'Hvornår har du sidste arbejdsdag i Danmark?' , you must state when your last day of work in Denmark will be by stating the date.  Your family benefits will be calculated on the basis of the date you type in.
	Click [Næste] (Next).
	Under 'Konsekvenser for dine familieydelser i Danmark' , you can see which of your family benefits from Denmark will be halted.  The benefits stop on the last day of the month in which your last day of work in Denmark is in. Your change can result in you having to pay back money if you have received too much in family benefits.
	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.  You do this by ticking the box at the bottom of the page.
	Click [Godkend og send] (Approve and send).



















## 'Min indkomst er ændret' (My income has changed)

	<p>Click [Oplys om ændring] (Notify of change).</p>
	<p>Under 'Ændringer til din indkomst', you must state changes to your income by typing in an amount in the relevant fields. All amounts must be gross amounts - i.e., before tax. You can state your changes for:</p> <ul style="list-style-type: none"> <li>○ 'SU' (State study grants) in DKK per month, including any potential forsørgertillæg (provider supplements)</li> <li>○ 'Praktikløn og skolepraktikydelse' (Internship/traineeship salary and school traineeship benefit) DKK per month</li> <li>○ 'Anden lønindkomst' (Other salary income) DKK per month</li> <li>○ 'Anden skattepligtig indkomst' (Other taxable income) DKK per month</li> <li>○ 'Folkepension eller førtidspension' (State-funded old-age pension or disability pension) DKK per month</li> <li>○ 'Kontanthjælp, uddannelseshjælp eller fleksydelse' (Cash benefits, education benefits or fleksydelse/flexible benefit) DKK per month</li> <li>○ 'Dagpenge, barsels- eller sygedagpenge' (Unemployment insurance, maternity/paternity benefits or sick pay) DKK per month This includes education allowances (uddannelsesgodtgørelse) and leave of absence benefits. (orlovsydelse).</li> <li>○ 'Positiv nettokapital indkomst' (Positive net capital gains income) DKK per month For example, income from interest, profits from own company</li> <li>○ 'Aktieindkomst' (Income from stocks) DKK per year. You only need to state the amount if it exceeds DKK 5,000 per year.</li> </ul> <p>Under 'Dokumentation' (Documentation), you must attach documentation for your changed income.</p> <p>You do so by clicking [Vedhæft dokumentation] (Attach documentation).</p>









	Click [Næste] (Next).
	Under 'Supplerende oplysninger' (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.
	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.  You do this by ticking the box at the bottom of the page.
	Click [Godkend og send] (Approve and send).

**'Mit bidrag er ændret' (My contribution has changed)**

	Click [Oplys om ændring] (Notify of change).
	Under 'Hvilke bidrag er ændret?', you must state what contribution has been changed.
	Click [Næste] (Next).
	Under 'Hvordan er dit bidrag ændret?' , you must state how your contribution has been changed. <ul style="list-style-type: none"> <li>○ 'Mit bidrag skal stoppes' (My contribution is to be stopped)</li> <li>○ 'Mit bidrag er blevet større eller mindre' (My contribution is to be stopped)</li> <li>○ 'Bidragsbetaler betaler bidrag direkte til bidragsmodtager' (the one making the contribution will pay the contribution directly to the recipient of the contribution)</li> </ul>
	Click [Næste] (Next).
	<b>If your contribution is to be stopped</b> , then under 'Fra hvilken dato skal vi stoppe dit bidrag?' you must state from what date your contribution is to be stopped. State the date.
	<b>If your contribution has increased or decreased</b> , then under 'Fra hvilken dato skal vi ændre dit bidrag?' you must state from what date your contribution is to be changed. State the date.
	<b>If the recipient of the contribution receives the entire contribution directly from the one making the contribution</b> , then under 'Modtager bidragsbetaler hele bidraget fra bidragsbetaler' you must state whether the one making the contribution is making the entire contribution or only a part of it: <ul style="list-style-type: none"> <li>○ 'Hele bidraget direkte til bidragsmodtager. I skal derfor stoppe bidraget' (The entire contribution is paid directly to the recipient of the contribution. Therefore, you need to stop the contribution)</li> <li>○ 'En del af bidraget direkte til bidragsmodtager. I skal derfor</li> </ul>

	<p>fortsætte med at udbetale og opkræve bidrag.’ (Part of the contribution is made directly to the recipient of the contribution. Therefore, you need to continue paying and collecting the contribution.)</p> <p><b>If it concerns the entire contribution</b>, then you must state from which date the one making the contribution is paying the entire contribution to the recipient. State the date.</p> <p><b>If it concerns part of the contribution</b>, then you must state what the person making the contribution has paid and therefore you must write: how much the one making the contribution has paid and who the contribution is for.</p>
	Click [Næste] (Next).
	<p>Under ‘Vedhæft dokumentation’ , you must attach documentation for the changes to your contribution.</p> <p>You do so by clicking [Vedhæft dokument] (Attach document)</p>
	Click [Næste] (Next).
	Under ‘Supplerende oplysninger’ (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.
	Click [Næste] (Next).
	Under ‘Kontrollér dine oplysninger og send’ (Confirm your information and send) there will be a review of the information you have provided.
	<p>Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.</p> <p>You do this by ticking the box at the bottom of the page.</p>
	Click [Godkend og send] (Approve and send).

**'Stop af uddannelse eller praktik før tid' (Ending an education or internship/traineeship ahead of schedule)**

	Click [Oplys om ændring] (Notify of change).
	Under 'Hvem stopper uddannelse eller praktik?' , you must state when you are ending your education or internship/traineeship. State the date.
	Click [Næste] (Next).
	Under 'Supplerende oplysninger' (Supplemental information) you can enter your telephone number in order for Udbetaling Danmark to be able to contact you if they have questions.
	Click [Næste] (Next).
	Under 'Kontrollér dine oplysninger og send' (Confirm your information and send) there will be a review of the information you have provided.
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	Click [Godkend og send] (Approve and send).

**More information**

You can read more about family benefits on [www.lifeindenmark.dk/family-benefits](http://www.lifeindenmark.dk/family-benefits).