**H130 - Request for Estimation on Costs/Request for Administrative Check**

**Purpose of the SED:**

SED H130 is used by the competent institution of one Member State to request the institution of the place of residence/stay of another Member State to carry out the administrative check accordance with the procedures laid down by the legislation of the Member State of residence/stay.

The requested institution informs about the outcomes of the requested administrative check and, when relevant, issues a requested report to be attached to the main reply. The requesting institution is bound by the findings of the requested institution.

SED H130 may be used in two communications where prior to the said request the competent institution first either to request administrative check from an institution in another Member State, or to requests information on the estimated costs of carrying out administrative check from the institution of the place of residence/stay.

If you previously requested information about the possible expenses of administrative check and now want to ask for administrative check to be carried out, please make sure the explicitly mark your approval of the previously estimated costs in the respective field.

**Data required:**

Although not mandatory, please provide the contact address of the person any additional contact details (phone no, e-mail) if available so the institution of place of residence/stay is able to contact the person.

The SED can be used in more than one sector (i.e. sickness cash benefits, long term care benefits, awod cash benefits, family benefits), therefore it is essential (and mandatory) to indicate in regard to which it is sent. As in some Member States different institutions deal with different types of benefits, if the benefit is not listed (eg. lump-sum compensation in respect of accident at work or occupational disease), it is recommended to give such information in “other” or in “additional information section”.

It is also mandatory to specify whether you request to be first informed about the estimated costs of administrative check or to carry out the administrative check. In each case please, provide as much details as possible.

The variety of circumstances that might be covered by administrative check might be different from MS to MS and from sector to sector. No legal definition of administrative check in the Regulations results in determining its objective, scope and conditions under the national law. Also the costs might be regarded due and assessed only on basis on particular case. Therefore it is strongly recommend that in request for administrative check it is in detail described what it should cover and for aim of assessing or verification of the entitlement to which benefits (see article 3 Reg. 883/2004) it is required .There should be also described what statement or element of the report is expected. The more information the better. Only such detailed description may ensure the required outcome. Of course the requested institution will have to estimate whether such administrative check can be performer free (article 76 (2) of Regulation 884/2004) or it generates costs to be reimbursed (87(6) of Regulation 987/2009). For this detailed description you can use “additional information” section or you can attach the description to the SED.

If you first decide to request information about the possible expenses or carrying out administrative check and now want to ask for administrative check to be carried out, please make sure the explicitly mark your approval of the previously estimated costs in the respective field.

It is mandatory to indicate period in regard to which the request is sent; In order to ensure that the reply (report) will cover the whole period.

Information concerning particular benefits (Sickness, AWOD, Family Benefits) are not mandatory but shall be provided when the request is sent in regard to specified benefit.

Please, attach any document relevant for the requested administrative check which may support your request.

It is possible to add attachments to SED H130.

In order to see the content and explanatory notes of SED H130 please click [here](Forms/H130_en.htm).