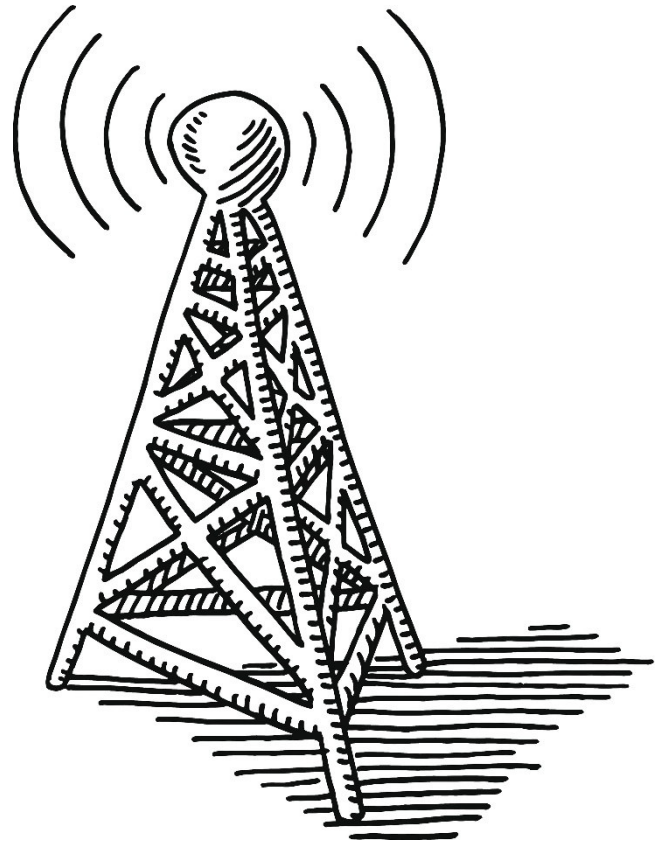


Information on:

# The German License Fee

(for public broadcast)



ARD<sup>1</sup>



Deutschlandradio



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**BEITRAGSSERVICE**

## The German License Fee (for public broadcast)

A step by step instruction manual

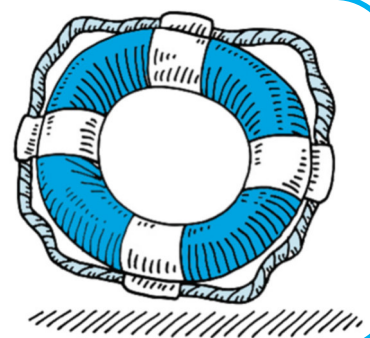
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## Help and Support

The tutors of the International Office offer help and support for all international students of the University of Konstanz on this topic!

[tutoriat.international@uni-konstanz.de](mailto:tutoriat.international@uni-konstanz.de)



## 1. Basic information

Every adult (18 years and older) who intends to live in Germany for more than 90 days, is legally obliged to register in the municipality of residence within 2 weeks after moving in. Once registered in Germany one is legally obliged to register for the license fee for the public-service broadcasting which is billable from the day one moves in to residence.

➡ **Currently this fee is 18.36 EUR per month and per household.**

The municipal registration office ("Bürgerbüro") will notify the contribution service ("Beitragservice") of this. The latter will then write an initial letter to the person concerned to clarify the contribution obligation for the dwelling/household.

Since not every person, but only one person on behalf of a *household* has to pay the fee and every person must be assigned to a household, it is important to check, whether you or your flatmates in the "WG" (= shared flat) are already registered and have a so called "Beitragsnummer" (= contribution number).

If several rooms are separated from a generally accessible hallway or staircase by a common front door, the rules for a "WG" apply.

If your room is located on a generally accessible hallway, it is considered as a dwelling. It does not matter if you have your own bathroom or kitchen: The monthly license fee of 18.36 EUR per room must be paid.

Provided no license fee account for a dwelling/household exists, the contribution service recommends that you register to promptly pay the license fee to avoid possible claims for recovery.

In a "WG", only one resident is always required to register with the contribution service. All other residents who have already registered can de-register to assign themselves to the remaining registered flatmate. If the contribution service asks you as a WG resident to clarify your contribution obligation, please send the contribution service the contribution number of the person who is paying the license fee for the dwelling/household.

Only German students receiving the BAföG scholarship or persons receiving certain other state benefits (social welfare, unemployment benefits, etc.) amongst others can be individually granted an exemption upon application and do not have to pay the license fee.

In a "WG", it is only possible to be exempt from the obligation to pay the license fee if everyone meets the requirement for the exemption. If one occupant does not meet the requirement, the person must register with the contribution service and pay the license fee.

---

### **IMPORTANT:**



Please always indicate your "Beitragsnummer" (= contribution number) in the reason of payment when transferring the license fee, so the payment can be correctly assigned to your household!

## 2. What happens in chronological order

If citizens move into a dwelling and legally register their new place of residence, the municipal registration office ("Bürgerbüro") will notify the contribution service ("Beitragservice") of this. The latter will then write an initial letter to the persons concerned in order to clarify the contribution obligation for the dwelling/household.

---

**Note:**  
⚠ This can sometimes take a considerable amount of time (several weeks or months)!

---

### 2.1. "AktENZEICHEN" (= file number)

With this first letter one receives an "AktENZEICHEN" (= file number), which can be found in the header (10-digit number) and this means one is *not yet* registered with the contribution service.



---

**Note:**  
⚠ If you ignore this first letter or not respond to it, you might get another letter as a reminder with a *new and different* "AktENZEICHEN"! Please only use the latest "AktENZEICHEN" when responding!

---

---

**Note:**  
⚠ If you keep ignoring or not responding to the letters from the Beitragservice, you will be automatically registered as a single-person household after some processing time! This could also happen *after* you may have left Konstanz or Germany for good in your absence!

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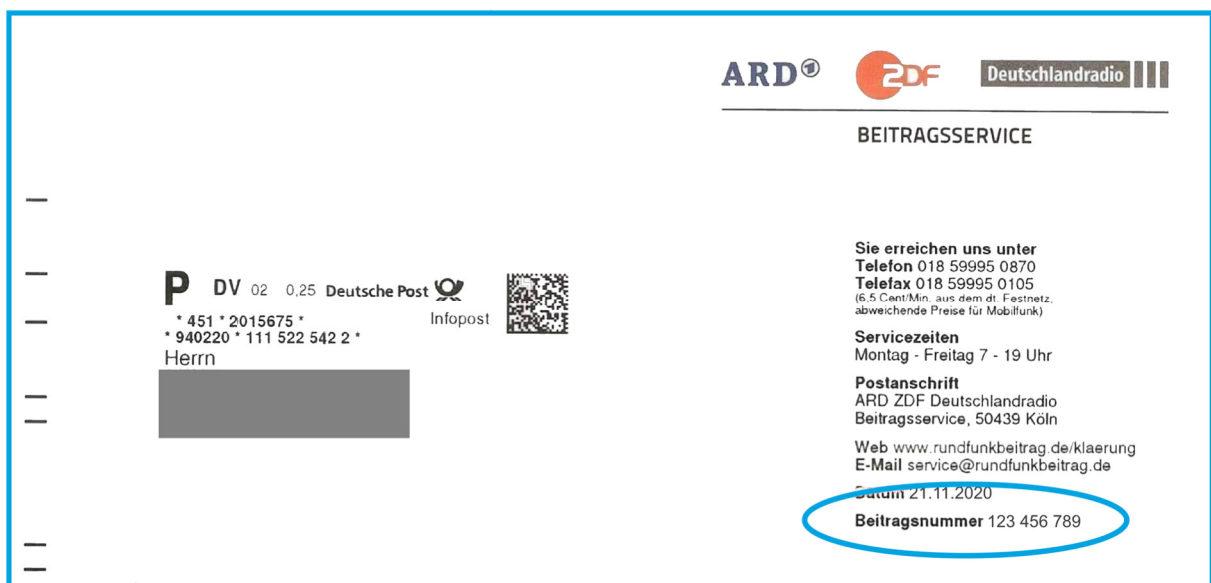


## 2.2. "Beitragsnummer" (= contribution number)

After ignoring or not responding to this first letter and possibly another letter as reminder to register for the license fee (note: then one receives new "Aktenzeichen!"), one will be automatically registered by the contribution service after some processing time, thus one receives an own "Beitragsnummer" (9-digit number).

Of course, one will also receive the "Beitragsnummer" upon active registration.

This Beitragsnummer is written in the header on every letter one henceforth receives from the contribution service once one has (been) registered.



Only persons with a "Beitragsnummer" are obliged to pay on behalf of their household. Therefore, only one person per household should have a "Beitragsnummer". However it isn't enough that a person in a household pays the fees. The Beitragsservice has to know, that **you** live in that person's household too!

Please be assured, that everyone will be registered automatically one day (as single person household) when you keep ignoring or not responding to the letters!

Please make sure to de-register before leaving Germany and returning to your home country.

It is therefore of utmost importance to **clarify your situation** with the contribution service as soon as possible and long before leaving the country permanently!

---

### **IMPORTANT:**



Not receiving the letter from the Beitragsservice, does not mean that you have not got the obligation to pay the fee!  
(It's merely considered as a delay due to administrative reasons).

---

## 2.3. Paying the license fee

If a person has successfully registered with the Beitragsservice (online or by answering to the letter by postal mail) or has been registered automatically due to inactivity (by ignoring or not reacting to letter(s)) and received a "Beitragsnummer", the person is then obliged to pay for his/her household (18.36 EUR per month). The payment period starts *on the day one officially moved into the dwelling* and one is expected to pay the license fee *in advance*.

If the registration with the Beitragsservice has happened due to inactivity (by ignoring or not reacting to letter(s) previously sent by the Beitragsservice), then the default payment rate and mode will be in place, which is:

### Rate of payment ("Zahlungsrhythmus"):

1. **In the middle of every 3 months (on the 15th) [=55.08 EUR]**
2. Quarterly in advance for every 3 months (1.1./1.4./1.7./1.10.) [=55.08 EUR]
3. Every 6 months in advance (1.1./1.7.) [=110.16 EUR]
4. Annually in advance (1.1.) [=220.32 EUR]

### Mode of payment ("Zahlungsart"):

1. By direct debit mandate from your bank account
2. **By bank transfer**

---

#### **Bank details of Beitragsservice**


for residents in Baden-Württemberg (e.g. Konstanz)

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Recipient:	Südwestrundfunk (SWR)		
Bank:	Landesbank Baden-Württemberg Stuttgart		
Account number:	136 2826	Bank code:	600 501 01
IBAN:	DE26 6005 0101 0001 3628 26	BIC (Swift):	SOLADEST600


---

#### **Note:**

 If you are *not* living in Baden-Württemberg, please look up the bank details for your responsible contribution service here (select your federal state of residence): [https://www.rundfunkbeitrag.de/bankverbindung/index\\_ger.html](https://www.rundfunkbeitrag.de/bankverbindung/index_ger.html)

---

#### **Note:**

 The payment mode by direct debit mandate requires you to have a checking/giro account that also uses the Euro currency in the [SEPA area](#) and you will need to submit your agreement to the [SEPA direct debit mandate](#) with your original signature by regular postal mail. (Not recommended for international exchange students)

---

### 3. Registration as one-person-household

You moved to Konstanz and moved into a single apartment or live on your own? Then here are the possibilities to register or get registered with Beitragsservice as one-person-household.

#### 3.1. If you have received a letter from Beitragsservice and have an "Aktenzeichen" (= file number)

With this first letter one receives an "Aktenzeichen", which can be found in the header (10-digit number) and this means one is *not yet* registered with the contribution service.

##### 3.1.1. Go to website indicated in the header of the letter



Go to website: <https://antworten.rundfunkbeitrag.de/>

##### 3.1.2. Be prepared to enter "Aktenzeichen" (indicated in the header of the letter)



### 3.1.3. Enter "Aktenzeichen" and ZIP code into form and click "Weiter" (= next)

The screenshot shows a web form with a progress bar at the top containing four steps: 1. Aktenzeichen, 2. Antworten, 3. Ergänzende Angaben, and 4. Zusammenfassung. Step 1 is highlighted. Below the progress bar, the text reads 'Angaben aus unserem Schreiben:' followed by 'Pflichtfelder sind mit \* gekennzeichnet.' There are two input fields: 'Aktenzeichen \*' and 'Postleitzahl \*'. A blue hand icon points to a green 'Weiter' button with a right-pointing arrow. At the bottom right, there are links for 'Datenschutz', 'Impressum', and 'Zugangseröffnung'.

"Aktenzeichen"  
(10-digit file no.)  
  
"Postleitzahl"  
(5-digit ZIP code)  
Konstanz: 784..

### 3.1.4. Select right answer to questions and click "Weiter" (= next)

The screenshot shows the second step of the form, 'Antworten'. The progress bar at the top highlights step 2. The text reads 'Pflichtfelder sind mit \* gekennzeichnet.' The main question is 'Haben wir Sie unter der richtigen Anschrift angeschrieben? \*' with radio buttons for 'Ja' (selected) and 'Nein'. Below this is a dropdown menu for 'Ihre Antwort \*' with the selected option 'Ich melde die Wohnung zum Rundfunkbeitrag ab dem Zeitpunkt der Anmeldung bei...'. There are also dropdown menus for 'Anmeldung zu \*' with sub-fields for 'Monat' and 'Jahr'. A blue hand icon points to a green 'Weiter' button. At the bottom right, there are links for 'Datenschutz', 'Impressum', and 'Zugangseröffnung'.

1. Confirm with "Ja" if the address they chose to contact you is correct. Select "Nein" if it is wrong and correct the address accordingly.
2. Select your answer:
  - a. I register my apartment with the "Beitragservice" as of my registration date with the municipal registration office ("Bürgerbüro")
  - b. I already have an account with the "Beitragservice" for this apartment
  - c. My flatmate already pays the license fee for this apartment (chapter 4.1)
3. Select month and year of your registration with the municipal registration office ("Bürgerbüro").

### 3.1.5. Select your preferred payment rate and mode and click "Weiter" (= next)

1. Aktenzeichen > 2. Antworten > **3. Ergänzende Angaben** > 4. Zusammenfassung

Pflichtfelder sind mit \* gekennzeichnet.

Ich möchte wie folgt zahlen:

**Zahlungsrhythmus \***

- gesetzlich in der Mitte eines Dreimonatszeitraums (zum 15.)
- vierteljährlich im Voraus (1.1./1.4./1.7./1.10.)
- halbjährlich im Voraus (1.1./1.7.)
- jährlich im Voraus (1.1.)

**Zahlungsart \***

- durch Lastschrift von meinem/unserem Konto
- durch Überweisung

Für etwaige Rückfragen:

Vorwahl  Telefonnummer

E-Mail-Adresse

**> Weiter**

Datenschutz Impressum Zugangseröffnung

#### Rate of payment ("Zahlungsrhythmus"):

1. In the middle of every 3 months (on the 15th) [=55.08 EUR]
2. Quarterly in advance for every 3 months (1.1./1.4./1.7./1.10.) [=55.08 EUR]
3. Every 6 months in advance (1.1./1.7.) [=110.16 EUR]
4. Annually in advance (1.1.) [=220.32 EUR]

#### Mode of payment ("Zahlungsart"):

1. By [direct debit mandate](#) from your bank account
2. **By bank transfer**

#### Note:



The payment mode by direct debit mandate requires you to have a checking/giro account that also uses the Euro currency in the [SEPA area](#) and you will need to submit your agreement to the [SEPA direct debit mandate](#) with your original signature by regular postal mail. (Not recommended for international exchange students)

### 3.1.6. Check whether your personal data is correct in the summary and click "Absenden" (= send)

1. Aktenzeichen > 2. Antworten > 3. Ergänzende Angaben > 4. Zusammenfassung

**Aktenzeichen:**  
1234567890


**Persönliche Daten**  
Ich wurde unter der richtigen Anschrift angeschrieben.

**Ihre Antwort:**  
Ich melde die Wohnung zum Rundfunkbeitrag ab dem Zeitpunkt der Anmeldung beim Einwohnermeldeamt unter der genannten Adresse an.  
Anmeldung zu: 10.2020

**Ergänzende Angaben:**  
Zahlungsrhythmus: vierteljährlich im Voraus (1.1./1.4./1.7./1.10.)  
Zahlungsart: Überweisung

Pflichtfelder sind mit \* gekennzeichnet.

Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist.



Zahl \*

Datenschutz Impressum Zugangseröffnung

If not, correct by clicking on the respective button "Korrigieren" (= correct).

Captcha: To complete the form, fill in the numbers you see in the field below.

If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern". Then click on "Absenden" (= send).

### 3.1.7. You should receive a registration confirmation by regular postal mail.

After some processing time you should receive the registration confirmation by mail from the Beitragsservice. In it you will find your "Beitragsnummer" (= contribution number) in the header.

### 3.2. If you haven't received a letter from Beitragsservice yet and don't have an "AktENZEICHEN" (= file number)

The quickest and safest way to register oneself to the Beitragsservice is to register online.

#### 3.2.1. Go to website

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/anmelden/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html)

#### 3.2.2. Fill in your personal data and click "Weiter" (=next)

1. Persönliche Daten > 2. Wohnung > 3. Zahlungsweise > 4. Zusammenfassung

**Persönliche Daten:**

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr

Vorname \*

Nachname \*

PLZ \* Ort \*

Straße \* Hausnummer \*

Adresszusatz ?

Sie sind bereits mit einer Wohnung angemeldet? \*

Ja  Nein

Geburtsdatum \*

Tag ↓ Monat ↓ Jahr ↓

Für etwaige Rückfragen:

Vorwahl Telefonnummer

E-Mail-Adresse

**> Weiter**

Datenschutz Impressum Zugangseröffnung

Ms./Mr.

First name

Last name

German address:  
ZIP code, city

street, House no.

Address suffix  
(eg. c/o, WG no.,  
room no., etc)

Are you currently  
registered for the  
license fee in  
another apartment  
in Germany?  
Yes/No

Date of birth:  
Day, Month, Year

**3.2.3. Select the month and the year in which you moved into your apartment in Germany and click "Weiter" (=next)**

1. Persönliche Daten > 2. Wohnung > 3. Zahlungsweise > 4. Zusammenfassung

**Persönliche Daten:** Herr Max Mustermann  
WG 20, Room 123  
Rheingutstraße 30  
78462 Konstanz

**Folgende Wohnung/en möchte ich anmelden:**

Pflichtfelder sind mit \* gekennzeichnet.

Abweichende Adresse? \*

Nein  Ja

Anmeldung zu \*

Monat  ↓ Jahr  ↓

+ Zumeldung einer weiteren Wohnung

> Weiter

Datenschutz Impressum Zugangseröffnung

Does the address you like to register deviate from the entered address in Germany?  
**No/Yes**

Register from:  
Month, Year  
(this date must correlate to month/year of municipal registration)



### 3.2.4. Select your preferred payment rate and mode and click "Weiter" (=next)

#### Rate of payment ("Zahlungsrhythmus"):

1. In the middle of every 3 months (on the 15th) [=55.08 EUR]
2. Quarterly in advance for every 3 months (1.1./1.4./1.7./1.10.) [=55.08 EUR]
3. Every 6 months in advance (1.1./1.7.) [=110.16 EUR]
4. Annually in advance (1.1.) [=220.32 EUR]

#### Mode of payment ("Zahlungsart"):

1. By [direct debit mandate](#) from your bank account
2. **By bank transfer**

#### Note:



The payment mode by direct debit mandate requires you to have a checking/giro account that also uses the Euro currency in the [SEPA area](#) and you will need to submit your agreement to the [SEPA direct debit mandate](#) with your original signature by regular postal mail. (Not recommended for international exchange students)

### 3.2.5. Check whether your personal data is correct in the summary and click "Absenden" (= send)

1. Aktenzeichen > 2. Antworten > 3. Ergänzende Angaben > 4. Zusammenfassung

**Aktenzeichen:**  
1234567890  
[Korrigieren](#)


**Persönliche Daten**  
Ich wurde unter der richtigen Anschrift angeschrieben.  
[Korrigieren](#)

**Ihre Antwort:**  
Ich melde die Wohnung zum Rundfunkbeitrag ab dem Zeitpunkt der Anmeldung beim Einwohnermeldeamt unter der genannten Adresse an.  
Anmeldung zu: 10.2020  
[Korrigieren](#)

**Ergänzende Angaben:**  
Zahlungsrhythmus: vierteljährlich im Voraus (1.1./1.4./1.7./1.10.)  
Zahlungsart: Überweisung  
[Korrigieren](#)

Pflichtfelder sind mit \* gekennzeichnet.

Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist.



[Zahl vorlesen](#)  
[Neue Zahl anfordern](#)

Zahl \*

[Absenden](#)

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

If not, correct by clicking on the respective button "Korrigieren" (= correct).  
Captcha: To complete the form, fill in the numbers you see in the field below.  
If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern".  
Then click on "Absenden" (= send).

### 3.2.6. You should receive a registration confirmation by regular postal mail.

After some processing time you should receive the registration confirmation by mail from the Beitragsservice. In it you will find your "Beitragsnummer" (= contribution number) in the header.

## 4. Registration as multi-person-household (I'm paying)

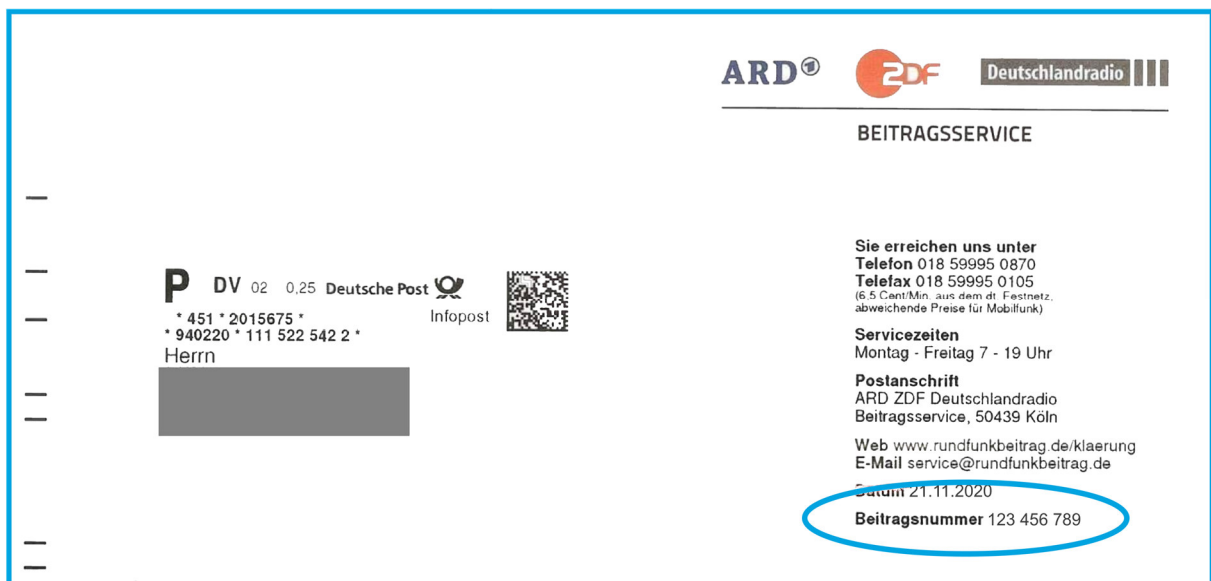
You moved to Konstanz and moved into a shared flat ("WG") with flatmates and you are taking over the payment for your household? Then here are the possibilities to register with Beitragsservice as multi-person-household.

### 4.1. If you have received a letter from Beitragsservice and have an "Aktenzeichen" (= file number)

With this first letter from the Beitragsservice one receives an "Aktenzeichen", which can be found in the header (10-digit number) and this means one is *not yet* registered with the contribution service.

The procedures for you are the same as for the registration as one-person-household, so please follow the procedures as described in chapter 3.1.

When you've received your registration confirmation after some processing time and with it your 9-digit "Beitragsnummer" (= contribution number) only then can all other flatmates make sure to assign themselves to your household.



Flatmates who are already registered with the Beitragsservice and have a "Beitragsnummer" must de-register as described in chapter 8.

Flatmates who are not yet registered with the Beitragsservice and don't have a "Beitragsnummer" must register as described in chapter 5.

#### **4.2. If you haven't received a letter from Beitragsservice yet and don't have an "AktENZEICHEN" (= file number)**

The procedures for you are the same as for the registration as one-person-household, so please follow the procedures described in the chapter 3.2.

When you've received your registration confirmation after some processing time and with it your 9-digit "Beitragsnummer" (= contribution number) only then can all other flatmates make sure to assign themselves to your household.



Flatmates who are already registered with the Beitragsservice and have a "Beitragsnummer" must de-register as described in chapter 8.

Flatmates who are not yet registered with the Beitragsservice and don't have a "Beitragsnummer" must register as described in chapter 5.

## **5. Registration as multi-person-household (paying flatmate)**

You moved to Konstanz and moved into a shared flat ("WG") with flatmates and a flatmate is already paying the license fee for the household or you have collectively decided that a flatmate should take over the payment on behalf of the household?

---

**Note:**



The flatmate who is taking over the payments for the household must be registered with the Beitragsservice him-/herself and must have a "Beitragsnummer" to which you and the other flatmates can assign and register yourself to.

---

**Note:**



It is not possible to appoint a flatmate, who is exempted from paying the license fee or who has been granted a reduction of the license fee payment to take over the payments for the household.

---

If the flatmate who is appointed to take over the payments on behalf of the household doesn't have a "Beitragsnummer" yet, he/she can follow the registration procedures described in chapter 3.

Here are the possibilities to register with the Beitragsservice as multi-person-household with a flatmate's "Beitragsnummer".

### **5.1. If you haven't received a letter from Beitragsservice yet and don't have an "AktENZEICHEN" (= file number)**

If you haven't received a letter from the Beitragsservice yet, you must register with the Beitragsservice in the same way as for registering as one-person-household.

#### **5.1.1. Register as one-person-household**

Please follow the procedures described in chapter 3.2. to receive a registration confirmation by mail and with it a "Beitragsnummer".

#### **5.1.2. De-register with license fee to join another household**

Now please follow the procedures on how to de-register with the license fee to join another household as described in chapter 8.

## 5.2. If you have received a letter from Beitragsservice and have an "AktENZEICHEN" (= file number)

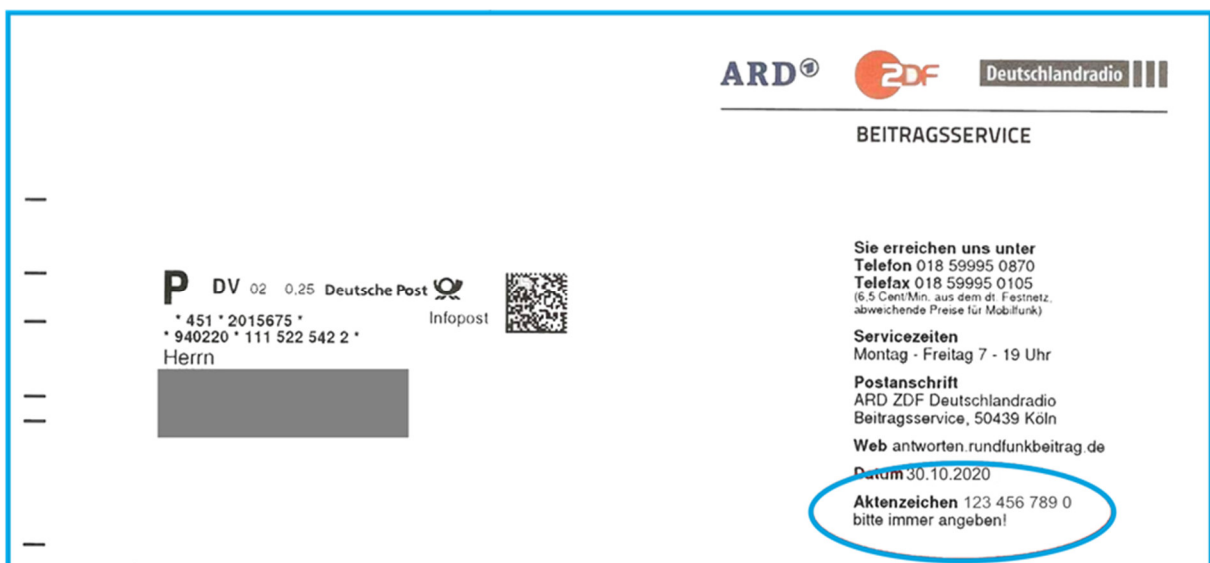
With this first letter from the Beitragsservice one receives an "AktENZEICHEN", which can be found in the header (10-digit number) and this means one is *not yet* registered with the contribution service.

### 5.2.1. Go to website indicated in the header of the letter

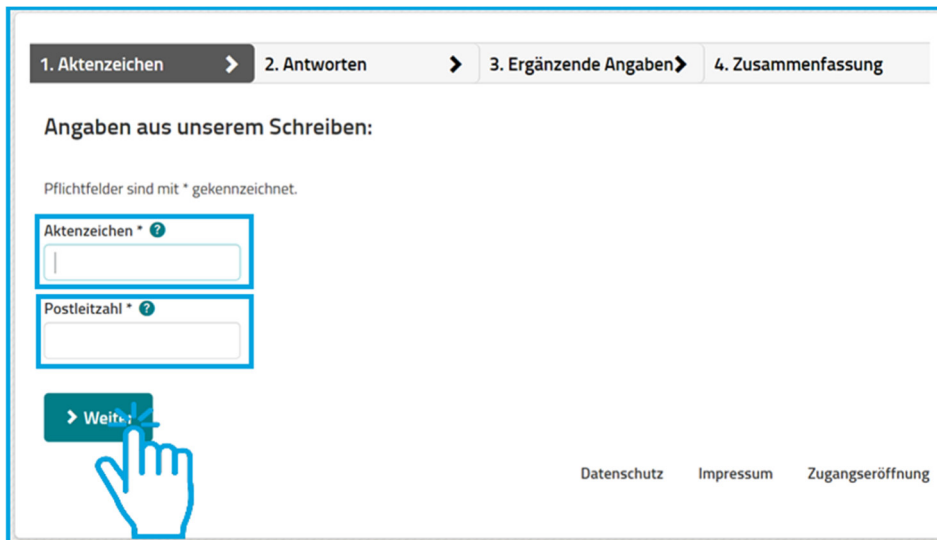


Go to website: <https://antworten.rundfunkbeitrag.de/>

### 5.2.2. Be prepared to enter "AktENZEICHEN" (indicated in the header of the letter)



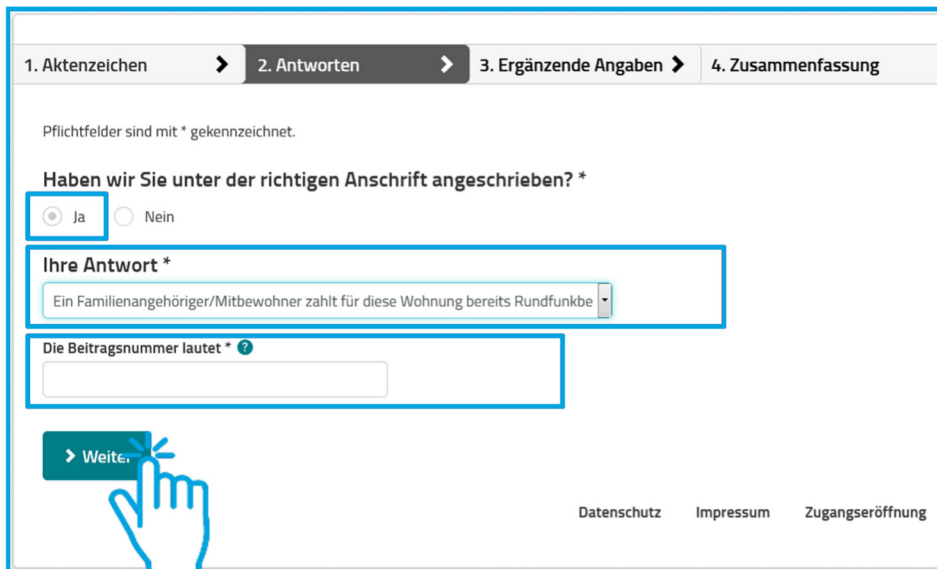
### 5.2.3. Enter "Aktenzeichen" and ZIP code into form and click "Weiter" (= next)



"Aktenzeichen"  
(10-digit file no.)

"Postleitzahl"  
(5-digit ZIP code)  
Konstanz: 784..

### 5.2.4. Select right answers to questions and click "Weiter"(= next)



1. Confirm with "Ja" if the address they chose to contact you is correct. Select "Nein" if it is wrong and correct the address accordingly.
2. Select your answer:
  - a. I register my apartment with the "Beitragservice" as of my registration date with the municipal registration office ("Bürgerbüro")
  - b. I already have an account with the "Beitragservice" for this apartment
  - c. My flatmate already pays the license fee for this apartment**
3. Fill in the "Beitragsnummer" (= contribution number) of your flatmate who is taking over the payments for your household.

**5.2.5. Optional: You can fill in your phone number and email address. Click "Weiter" (=next)**

The screenshot shows a registration form with four steps: 1. Aktenzeichen, 2. Antworten, 3. Ergänzende Angaben (highlighted), and 4. Zusammenfassung. Below the steps, it says 'Pflichtfelder sind mit \* gekennzeichnet.' and 'Für etwaige Rückfragen:'. There are three input fields: 'Vorwahl' and 'Telefonnummer' (grouped together), and 'E-Mail-Adresse'. A blue hand icon is pointing to a green button labeled '> Weiter'. At the bottom right, there are links for 'Datenschutz', 'Impressum', and 'Zugangseröffnung'.

**Note:**



Whether or not you enter your phone number or email address, the Beitragsservice will neither call you nor send you an email but instead they will always write letters and send it to you by regular postal mail.



### 5.2.6. Check whether your personal data is correct in the summary and click "Absenden" (=send)

The screenshot shows a registration form with four steps: 1. Aktenzeichen, 2. Antworten, 3. Ergänzende Angaben, and 4. Zusammenfassung. The current step is 4. Zusammenfassung. The form displays the following information:

- Aktenzeichen:** 1234567890. A "Korrigieren" button is present.
- Persönliche Daten:** "Ich wurde unter der richtigen Anschrift angeschrieben." A "Korrigieren" button is present.
- Ihre Antwort:** "Ein Familienangehöriger/Mitbewohner zahlt für diese Wohnung bereits Rundfunkbeiträge. Die Beitragsnummer lautet: 153 153 153." A "Korrigieren" button is present.
- Ergänzende Angaben:** A "Korrigieren" button is present.

Below the form, there is a captcha section with the instruction: "Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist." The image shows the number 39536. There are two buttons: "Zahl vorlesen" and "Neue Zahl anfordern". Below the image is a text input field labeled "Zahl \*" with a red asterisk. At the bottom left, there is a blue "Absenden" button with a hand cursor pointing to it. At the bottom right, there are links for "Datenschutz", "Impressum", and "Zugangseröffnung".

If not, correct by clicking on the respective button "Korrigieren" (= correct).

Captcha: To complete the form, fill in the numbers you see in the field below.

If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern". Then click on "Absenden" (= send).

#### Note:



You will not receive a written confirmation from the Beitragsservice for successful assignment to a household.

## 6. How to change the payment rate and/or mode

Here is the description of the procedures for changing the payment rate and/or mode.

### 6.1. Go to website

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/aendern/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/aendern/index_ger.html)

### 6.2. Fill in your personal data and click "Weiter" (=next)

1. Allgemeine Angaben > 2. Änderung > 3. Zusammenfassung

Geben Sie hier Ihre bisherige Anschrift ein:

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr  Firma

Vorname

Nachname/Firma \*

PLZ \* Ort \*

Straße \* Hausnummer \*

Beitragsnummer \* ?

Geburtsdatum

Tag  Monat  Jahr

Für etwaige Rückfragen:

Vorwahl  Telefonnummer

E-Mail-Adresse

Datenschutz Impressum Zugangseröffnung

Ms./Mr./Company

First name

Last name

German address:  
ZIP code, City

Street, house no.

Contribution  
number (9 digits)

Date of birth:  
Day, Month, Year

### 6.3. Select "Zahlungsweise" (= payment method) and click "Weiter" (= next)

The screenshot shows a web interface with three steps: 1. Allgemeine Angaben, 2. Änderung (highlighted), and 3. Zusammenfassung. Below the steps, it says 'Folgende Daten möchte ich ändern:' and 'Pflichtfelder sind mit \* gekennzeichnet.' There are three input fields: 'Person/Firma', 'Wohnung/Betriebsstätte', and 'Zahlungsweise' (highlighted with a blue box). A blue hand icon points to the 'Weiter' button. At the bottom right, there are links for 'Datenschutz', 'Impressum', and 'Zugangseröffnung'.

## 6.4. Fill in your preferred rate and mode of payment and click "Weiter" (= next)

### 1. Rate of payment ("Zahlungsrhythmus"):

- a In the middle of every 3 months (on the 15th) [=55.08 EUR]
- b Quarterly in advance for every 3 months (1.1./1.4./1.7./1.10.) [=55.08 EUR]
- c Every 6 months in advance (1.1./1.7.) [=110.16 EUR]
- d Annually in advance (1.1.) [=220.32 EUR]

### 2. Mode of payment ("Zahlungsart"):

- a By direct debit mandate from your bank account
- b By bank transfer

### 3. This change applies from ("Diese Änderung gilt ab") [Day/Month/Year]

#### Note:



The payment mode by direct debit mandate requires you to have a checking/giro account that also uses the Euro currency in the [SEPA area](#) and you will need to submit your agreement to the [SEPA direct debit mandate](#) with your original signature by regular postal mail. (Not recommended for international exchange students)

## 6.5. Check whether your data is correct in the summary and click "Ändern" (= change)

1. Allgemeine Angaben > 2. Änderung > 3. Zusammenfassung

**Allgemeine Angaben:**

Beitragsnummer: 123 456 789

Herr Max Mustermann  
Rheingutstraße 40  
78464 Konstanz

Geburtsdatum: 01.01.2000

[Korrigieren](#)

**Neue Zahlungsweise/Bankverbindung:**


Zahlungsrhythmus: gesetzlich in der Mitte eines Dreimonatszeitraums (zum 15.)  
Zahlungsart: Überweisung

Änderung gilt ab: 01.06.2021

[Korrigieren](#)

Pflichtfelder sind mit \* gekennzeichnet.

Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist.



[Zahl vorlesen](#)

[Neue Zahl anfordern](#)

Zahl \*

[Ändern](#)

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

If not, correct by clicking on the respective button "Korrigieren" (= correct).

Captcha: To complete the form, fill in the numbers you see in the field below.

If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern".

Then click on "Ändern" (= change).

## 7. How to change the address

Here is the description of the procedure for changing your address should you have moved within Germany.

### Note:



If you move within Germany, please do not forget to re-register ("ummelden") at the municipal registration office (Bürgerbüro) in your new place of residence.

### 7.1. Go to website

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/aendern/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/aendern/index_ger.html)

### 7.2. Fill in your personal data with *old address* and click "Weiter" (= next)

1. Allgemeine Angaben > 2. Änderung > 3. Zusammenfassung

Geben Sie hier Ihre bisherige Anschrift ein:

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr  Firma

Vorname

Nachname/Firma \*

PLZ \* Ort \*

Straße \* Hausnummer \*

Beitragsnummer \* ?

Geburtsdatum

Tag  Monat  Jahr

Für etwaige Rückfragen:

Vorwahl  Telefonnummer

E-Mail-Adresse

Datenschutz Impressum Zugangseröffnung

Ms./Mr./Company

First name

Last name

German address:  
ZIP code, City

Street, house no.

Contribution  
number (9 digits)

Date of birth:  
Day, Month, Year

### 7.3. Select "Wohnung/Betriebsstätte" (= dwelling/place of business) and click "Weiter" (= next)

1. Allgemeine Angaben > 2. Änderung > 3. Zusammenfassung

Folgende Daten möchte ich ändern:

Pflichtfelder sind mit \* gekennzeichnet.

Person/Firma

Wohnung/Betriebsstätte

Zahlungsweise

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

**7.4. Select "Diese Wohnung/Betriebsstätte" (= this dwelling/place of business) fill in *new address* and click "Weiter" (= next)**

1. Allgemeine Angaben > **2. Änderung** > 3. Zusammenfassung

Folgende Daten möchte ich ändern:

Pflichtfelder sind mit \* gekennzeichnet.

Person/Firma

Wohnung/Betriebsstätte nicht ändern

Welche Wohnung/Betriebsstätte wollen Sie ändern?

Diese Wohnung/Betriebsstätte: Rheingutstraße 40  
78464 Konstanz

Eine andere Wohnung/Betriebsstätte:

Neue Adresse:

PLZ\*  Ort\*

Straße\*  Hausnummer\*

Adresszusatz

Diese Änderung gilt ab \*

Tag  Monat  Jahr

Zahlungsweise

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

New German  
address:  
ZIP code, City  
Street, house no.  
Address suffix  
(eg. c/o, WG no.,  
room no., etc)  
Change applies  
from:  
Day, Month, Year



## 7.5. Check whether your data is correct in the summary and click "Ändern" (= change)

1. Allgemeine Angaben > 2. Änderung > 3. Zusammenfassung

**Allgemeine Angaben:**

Beitragsnummer: 123 456 789

Herr Max Mustermann  
Rheingutstraße 40  
78464 Konstanz

Geburtsdatum: 01.01.2000

[Korrigieren](#)

**Wohnung/Betriebsstätte:**

**Alte Adresse:**

Rheingutstraße 40  
78464 Konstanz

**Neue Adresse:**


Sonnenbühlstraße 38  
78464 Konstanz

Anderung gilt ab: 01.10.2021

[Korrigieren](#)

Pflichtfelder sind mit \* gekennzeichnet.

Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist.



[Zahl vorlesen](#)

[Neue Zahl anfordern](#)

Zahl \*

[Ändern](#)

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

If not, correct by clicking on the respective button "Korrigieren" (= correct).  
Captcha: To complete the form, fill in the numbers you see in the field below.  
If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern".  
Then click on "Ändern" (= change).

## 8. How to de-register from the license fee, to join another household with paying flatmate

You are registered with the Beitragsservice, have a "Beitragsnummer" and either moved to a shared flat ("WG") with a flatmate who is paying or was appointed to pay the license fee on behalf of the household or someone else in your shared flat ("WG") is now taking over the payments for the household? Then here is the description on how to de-register with the Beitragsservice in order to join a household someone else is paying the license fee for.

### 8.1. Go to website

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/abmelden/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html)

### 8.2. Select the first button: "ich zu einem anderen Beitragszahler ziehe" (= I will move to a fee-paying member)

Ich möchte eine Wohnung abmelden, weil...

- ich zu einem anderen Beitragszahler ziehe.
- ich dauerhaft ins Ausland ziehe.
- der Beitragszahler verstorben ist.
- ich mehrere Wohnungen habe und eine Wohnung vollständig aufgebe.
- ich in eine Pflegeeinrichtung bzw. Einrichtung für Menschen mit Behinderung ziehe/gezogen bin.
- sonstige Gründe zutreffen.

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

**8.3. Fill in the first name and last name as well as the "Beitragsnummer" of your flatmate who is paying the license fee and click "Weiter" (= next)**

1. Abmeldegrund > 2. Abmeldedaten > 3. Zusammenfassung > 4. Nachweis


Ich möchte eine Wohnung abmelden, weil ich zu einem anderen Beitragszahler ziehe.

Pflichtfelder sind mit \* gekennzeichnet.

Angaben zum anderen Beitragszahler (Mitbewohner):

Vorname \*

Nachname \*

Beitragsnummer \* 

Hinweis:

Sollte Ihnen bereits ein Nachweis z.B. die Meldebescheinigung vorliegen, fügen Sie diesen bitte in der letzten Eingabemaske als Dateianhang bei.

Voraussetzungen für Dateianhänge sind:

- maximal 5 Dateien
- gängige Dateiformate (\*.jpeg, \*.jpg, \*.pdf, \*.png, \*.tif, \*.txt)
- Gesamtgröße aller Dateianhänge bis zu 10 Megabyte

[← Zurück](#) [→ Weiter](#)

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

First name

Last name

Contribution number (9 digits)

## 8.4. Fill in your personal data and click "Weiter" (= next)

1. Abmeldegrund > 2. Abmeldedaten > 3. Zusammenfassung > 4. Nachweis

Daten zum abzumeldenden Beitragskonto:

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr

Vorname \*

Nachname \*

Geburtsdatum \*

Tag  Monat  Jahr

Adresse der abzumeldenden Wohnung:

PLZ \* Ort \*

Straße \* Hausnummer \*

Beitragsnummer \* ?

Die vollständige Aufgabe der Wohnung erfolgt zum: \*

Tag  Monat  Jahr

**Abmeldebestätigung**

Die Abmeldebestätigung soll an eine abweichende Anschrift erfolgen:

Für etwaige Rückfragen:

Vorwahl  Telefonnummer

E-Mail-Adresse

Datenschutz Impressum Zugangseröffnung

Ms./Mr.  
First name  
Last name  
Date of birth:  
Day, Month, Year  
German address:  
ZIP code, City  
Street, house no.  
Contribution  
number (9 digits)  
Date of de-  
registration  
Select to enter  
alternative ad-  
dress to where  
the de-  
registration con-  
firmation should  
be sent

### 8.5. Check whether your data is correct in the summary and click "Weiter" (= next)

1. Abmeldegrund > 2. Abmeldedaten > **3. Zusammenfassung >** 4. Nachweis

**Daten des abzumeldenden Beitragszahlers:**

Beitragsnummer: 123 456 789

Herr Max Mustermann  
Rheingutstraße 40  
78464 Konstanz  
Geburtsdatum: 01.01.2000  
Aufgabe der Wohnung zum: 06.07.2018

[Korrigieren](#)

**Grund der Abmeldung:**

Ich möchte eine Wohnung abmelden, weil ich zu einem anderen Beitragszahler ziehe.

**Daten des anderen Beitragszahlers:**

Maria Musterfrau  
Beitragsnummer: 456 789 123

[Korrigieren](#)

[> Weiter](#)

Datenschutz Impressum Zugangseröffnung

If not, correct by clicking on the respective button "Korrigieren" (= correct). Then click on "Weiter" (= next).

## 8.6. Click "Abmeldung absenden" (= submit de-registration)

**Optional:**  
You can upload your re-registration ("Ummeldung") confirmation ("Meldebestätigung") from the Bürgerbüro Konstanz here. Click on the button "Durchsuchen" (= "browse").


Captcha: To complete the form, fill in the numbers you see in the field below. If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern". Then click on "Abmeldung absenden" (= submit de-registration).

## 8.7. You should receive a de-registration confirmation by regular postal mail.

After some processing time you should receive the de-registration confirmation by mail from the Beitragservice.

---

### **Note:**

 If the time span between your official move-in date to the residence and that of your paying roommate, to whose household you want to register with the contribution service exceeds a calendar month or more (if you moved in to the residence before your paying flatmate), then you will have to pay license fee for each commenced calendar month with your own "Beitragsnummer".

---

## 9. How to de-register from the license fee, when leaving Germany permanently

You know the date when you are leaving Germany permanently (or at least for the foreseeable future) and when you will be moving out of your dwelling? Then it is time to de-register from the license fee.

### Note:



The de-registration from the license fee should be initiated several weeks before leaving Germany permanently as processing time takes very long. Make sure to pay the license fee for each commenced calendar month in advance and do not forget to indicate your Beitragsnummer in the reason of payment when transferring the fees (18.36 EUR/month).

### Note:



According to the Federal Registration Act (BMG), you cannot de-register from the municipality (Bürgerbüro) before 7 days (*not* working days!) before your actual move-out date from the residence to receive the municipal de-registration confirmation ("Meldebestätigung").

### 9.1. Go to website

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/abmelden/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html)

### 9.2. Select the second button: "ich dauerhaft ins Ausland ziehe" (= I will move abroad permanently)

Ich möchte eine Wohnung abmelden, weil...

ich zu einem anderen Beitragszahler ziehe.

ich dauerhaft ins Ausland ziehe.

der Beitragszahler verstorben ist.

ich mehrere Wohnungen habe und eine Wohnung vollständig aufgebe.

ich in eine Pflegeeinrichtung bzw. Einrichtung für Menschen mit Behinderung ziehe/gezogen bin.

sonstige Gründe zutreffen.

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)

### 9.3. Just click "Weiter" (= next)

1. Abmeldegrund > 2. Abmeldedaten > 3. Zusammenfassung > 4. Nachweis

**Ich möchte eine Wohnung abmelden, weil ich dauerhaft ins Ausland ziehe.**

**Hinweis:**  
Sollte Ihnen bereits ein Nachweis z. B. die Meldebescheinigung vorliegen, fügen Sie diesen bitte in der letzten Eingabemaske als Dateianhang bei.  
Voraussetzungen für Dateianhänge sind:

- maximal 5 Dateien
- gängige Dateiformate (\*.jpeg, \*.jpg, \*.pdf, \*.png, \*.tif, \*.txt)
- Gesamtgröße aller Dateianhänge bis zu 10 Megabyte

[← Zurück](#) [> Weiter](#)

[Datenschutz](#) [Impressum](#) [Zugangseröffnung](#)



## 9.4. Fill in your personal data and click "Weiter" (= next)

1. Abmeldegrund > 2. Abmeldedaten > 3. Zusammenfassung > 4. Nachweis

Daten zum abzumeldenden Beitragskonto:

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr

Vorname \*

Nachname \*

Geburtsdatum \*

Tag  Monat  Jahr

Adresse der abzumeldenden Wohnung:

PLZ \*  Ort \*

Straße \*  Hausnummer \*

Beitragsnummer \*

Die vollständige Aufgabe der Wohnung erfolgt zum: \*

Tag  Monat  Jahr

Abmeldebestätigung

Die Abmeldebestätigung soll an eine abweichende Anschrift erfolgen:

Für etwaige Rückfragen:

Vorwahl  Telefonnummer

E-Mail-Adresse

Datenschutz Impressum Zugangseröffnung

- Ms./Mr.
- First name
- Last name
- Date of birth:  
Day, Month, Year
- German address:  
ZIP code, City
- Street, house no.
- Contribution  
number (9 digits)
- Date of de-  
registration
- Select to enter  
alternative ad-  
dress to where  
the de-registra-  
tion confirmation  
should be sent

### 9.5. Check, whether your data is correct in the summary and click "Weiter" (= next)

The screenshot shows a web interface with a progress bar at the top containing four steps: 1. Abmeldegrund, 2. Abmeldedaten, 3. Zusammenfassung, and 4. Nachweis. Step 3 is currently active. Below the progress bar, the section is titled "Daten des abzumeldenden Beitragszahlers:" and lists the following information: Beitragsnummer: 123 456 789, Herr Max Mustermann, Rheingutstraße 40, 78464 Konstanz, Geburtsdatum: 01.01.2000, and Aufgabe der Wohnung zum: 06.07.2018. Under this information is a button labeled "Korrigieren" with a pencil icon. The next section is titled "Grund der Abmeldung:" and contains the text "Ich möchte eine Wohnung abmelden, weil ich dauerhaft ins Ausland ziehe." Below this is another "Korrigieren" button. At the bottom left, there is a green button labeled "Weiter" with a right-pointing arrow, which is being pointed to by a blue hand icon. At the bottom right, there are three links: "Datenschutz", "Impressum", and "Zugangseröffnung".


If not, correct by clicking on the respective button "Korrigieren" (= correct). Then click on "Weiter" (= next).

## 9.6. Click "Abmeldung absenden" (= submit de-registration)


**Optional:**  
You can upload your de-registration ("Abmeldung") confirmation ("Meldebestätigung") from the Bürgerbüro Konstanz here. Click on the button "Durchsuchen" (= "browse").

Captcha: To complete the form, fill in the numbers you see in the field below. If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern". Then click on "Abmeldung absenden" (= submit de-registration).

### **Important:**

 Your de-registration from the license fee is only complete when also your municipal de-registration confirmation ("Meldebestätigung") from the Bürgerbüro was successfully submitted to the Beitragsservice!

### **Note:**

 If you lived in a multi-person household, the remaining flatmates will *all* have to register with the Beitragsservice individually and must then decide who of them will take over the payment for the license fee for the household in the future and de-register accordingly again to join the new household of the appointed flatmate.

**9.6.1. If you subsequently received the municipal de-registration confirmation from the Bürgerbüro Konstanz and would like to submit it to Beitragsservice**

If you receive the de-registration confirmation from the Bürgerbüro Konstanz *after* having filled out and submitted the de-registration request for the license fee, then here is how you can subsequently submit the municipal de-registration confirmation ("Meldebestätigung") to the Beitragsservice to complete your de-registration with the Beitragsservice.

**9.6.2. Go to the contact form website**

Go to website:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/kontakt/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/kontakt/index_ger.html)

**9.6.3. Select "eine Frage zu meinem Beitragskonto stellen" (= ask a question regarding my contribution account)**

Ich möchte ...

- › meine neue Adresse mitteilen.
- › meine neue Bankverbindung mitteilen.
- › eine Befreiung oder Ermäßigung beantragen.
- › mich erstmalig für den Rundfunkbeitrag anmelden.
- › auf eine schriftliche Anfrage zur Beitragspflicht antworten.
- › eine Wohnung abmelden
- › eine Frage zu meinem Beitragskonto stellen.
- › weitere Anliegen anzeigen

#### 9.6.4. Fill in your personal data and click "Anfrage absenden" (= send inquiry)

Ich möchte ...

> eine Frage zu meinem Beitragskonto stellen. ✕

Bitte beachten Sie, dass wir Abmeldungen nicht als E-Mail entgegen nehmen können. Sie finden [hier](#) dazu das entsprechende Formular.

Pflichtfelder sind mit \* gekennzeichnet.

Anrede \*

Frau  Herr

Vorname \*

Nachname \*

PLZ \* Ort \*

Straße \* Hausnummer \*

Beitragsnummer ?

E-Mail-Adresse

Vorwahl Telefonnummer

Ihre Nachricht \*

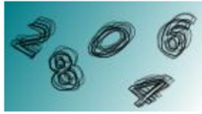
Here is my municipal de-registration confirmation to complete my de-registration.

Verbleibende Zeichen: 5000

Datei anhängen ?

Datei auswählen Keine ausgewählt

Bitte geben Sie die zufallsgenerierte Zahl ein, die auf dem Bild zu sehen ist.



Zahl vorlesen

Neue Zahl anfordern

Zahl \*

Daten löschen **Anfrage absenden**

Datenschutz Impressum Zugangseröffnung

Ms./Mr.

First name

Last name

German address:  
ZIP code, City

Street, house no.

Contribution  
number (9 digits)

Please wright a  
short note.

Upload municipal  
de-regsitartion  
confirmation  
("Melde-  
bestätigung")

Captcha: To complete the form, fill in the numbers you see in the field below. If you cannot read them, generate a new image by clicking on "Neue Zahl anfordern". Then click on "Anfrage absenden" (= submit inquiry).

**9.7. You should receive a de-registration confirmation by regular postal mail.**

After some processing time you should receive the de-registration confirmation by mail from the Beitragsservice.