**The public broadcasting fee in Germany**

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How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (one-person-household)

Step 1: Go to antworten.rundfunkbeitrag.de.

Step 2: Take the letter from ‘ARD ZDF Deutschlandradio Beitragsservice’ and be prepared to enter the “Aktenzeichen”. :

Step 3: Enter the “Aktenzeichen” and the ZIP code.

„Aktenzeichen“ (docket number)
ZIP code
Step 4: Select the answer you would like to give to ‘the Beitragsservice’

1. Confirm with “Ja” if the address they chose to contact you is correct. Select “Nein” if it is wrong and correct the address.
2. Select your answer:
   a. I register my apartment with the ‘Beitragsservice’ as of my registration date with the city authorities.
   b. I already have an account with the ‘Beitragsservice’ for this apartment (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (I’m already paying)’)
   c. My roommate already pays the broadcasting fee for this apartment (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (paying roommate)’)
   d. Select month and year of your registration with the city authorities.
3. Proceed with ‘Weiter’
Step 5: Select your preferred rate and mode of payment and click on “Weiter”.

Rate of payment ("Zahlungsrythmus"):  
1. In the middle of every 3 months for 3 months  
2. Quarterly in advance for 4 months  
3. Every six months in advance for 6 months  
4. Yearly in advance for the whole year

Mode of payment ("Zahlungsart"):  
1. By direct debit mandate from your bank account  
2. By bank transfer
**Step 6:** Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. In order 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 the green button “Neue Zahlen anfordern”). Then click on “Absenden” (= “send”)
How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (paying roommate)

Step 1: Go to antworten.rundfunkbeitrag.de.

Step 2: Take the letter from ‘ARD ZDF Deutschlandradio Beitragsservice’ and be prepared to enter the “Aktenzeichen”. :

Step 3: Enter the “Aktenzeichen” and the ZIP code.
**Step 4: Select the answer you would like to give to ‘the Beitragsservice’**

1. Confirm with “Ja” if the address they chose to contact you is correct. Select “Nein” if it is wrong and correct the address.

2. Select your answer:
   a. I register my apartment with the ‘Beitragsservice’ as of my registration date with the city authorities (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (one-person-household)’)
   b. I already have an account with the ‘Beitragsservice’ for this apartment (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (I’m already paying)’)
   c. **My roommate already pays the broadcasting fee for this apartment**

3. Fill in the “Beitragsnummer” (registration number) of your roommate who is already paying the license fee and click on „Weiter“ (= “next”).
**Step 5: Optional:** You can fill in your phone number and email address. Click on ‘Weiter’.
**Step 6:** Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. In order 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 the green button “Neue Zahlen anfordern”). Then click on “Absenden” (= “send”)

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**Image Description:**
- **Aktenzeichen:**
  - Aktenzeichen: 56798608567
  - Korrigieren

- **Persönliche Daten:**
  - Ich wurde unter der richtigen Anschrift angeschrieben.
  - Korrigieren

- **Ihre Antwort:**
  - Ein Familienangehöriger/Mitbewohner zahlt für diese Wohnung bereits Rundfunkbeiträge. Die Beitragsnummer lautet: 156 749 173
  - Korrigieren

- **Ergänzende Angaben:**
  - Pflichtfelder sind mit * gekennzeichnet.

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

- Zahl: 93189

- **Absenden**
How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (I’m already paying)

Step 1: Go to antworten.rundfunkbeitrag.de.

Step 2: Take the letter from ‘ARD ZDF Deutschlandradio Beitragsservice’ and be prepared to enter the “Aktenzeichen”.

Step 3: Enter the “Aktenzeichen” and the ZIP code.

„Aktenzeichen“ (docket number)
ZIP code
Step 4: Select the answer you would like to give to ‘the Beitragsservice’

1. Confirm with “Ja” if the address they chose to contact you is correct. Select “Nein” if it is wrong and correct the address.

2. Select your answer:
   a. I register my apartment with the ‘Beitragsservice’ as of my registration date with the city authorities (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (one-person-household)’)
   b. I already have an account with the ‘Beitragsservice’ for this apartment
   c. My roommate already pays the broadcasting fee for this apartment (see chapter “How to react to letters from ‘ARD ZDF Deutschlandradio Beitragsservice’ (paying roommate)’)

3. Fill in your “Beitragsnummer” (registration number) and click on „Weiter“ (= “next”).
**Step 5:** Confirm your existing rate and mode of payment (click on “Ja”) or change your details. 
**Optional:** You can fill in your phone number and email address. Click on ‘Weiter’.
Step 6: Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. In order 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 the green button “Neue Zahlen anfordern”). Then click on “Absenden” (= “send”)
How to register for the public broadcasting fee without an “Aktenzeichen”

Step 1: Go to:
https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html

Step 2: Fill in your personal data and click on the button “Weiter” (= “next”)

Ms./Mr.
First name
Last name
Address of the apartment in Germany for which you pay the license fee:
Zip code, City
Street, Number
Apartment number/name of your roommates/landlord

Did you already register another apartment in Germany for the license fee?
=> Check “Nein”
Date of birth

Für etwaige Rückfragen:
Vorwahl
Telefonnummer
E-Mail-Adresse

Weiter
Step 3: Select the month and the year in which you moved into your apartment in Germany and click on “Weiter”.

Step 4: Select your preferred rate and mode of payment and click on “Weiter”.

**Rate of payment** (“Zahlungsrythmus”):
1. In the middle of every 3 months for 3 months
2. Quarterly in advance for 4 months
3. Every six months in advance for 6 months
4. Yearly in advance for the whole year

**Mode of payment** (“Zahlungsart”):
1. By direct debit mandate from your bank account
2. By bank transfer
Step 5: Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. In order 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 the green button “Neue Zahlen anfordern”). Then click on “Anmelden” (= “register”)

Step 6: You should receive a confirmation of your registration by mail. Please make sure that you have received this confirmation.
How to register with your paying roommate without an “Aktenzeichen”

**Step 1:** Go to:
https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

**Step 2:** Select the first button: „I will move to a fee-paying member”

**Step 3:** Fill in the first name and last name as well as the “Beitragssnummer” (registration number) of your roommate who is already paying the license fee and click on „Weiter“ (= “next”).
Step 4: Fill in your personal data and click on “Weiter”.

Mr./Ms.

First name

Last name

Date of birth

Zip code, City (in Germany)

Street, Number (in Germany)

Your registration number

Move in date

Optional: You can fill in your phone number and email address.
Step 5: Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. When everything is correct, click on “Weiter”.

Daten des abzumeldenden Beitragszahlers:
Beitragsnummer: 125 847 877
Herr Max Mustermann
Behörstr. 4
75655 Karlsruhe
Geburtsdatum: 10.10.1991
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:
Beitragsnummer: 
Korrigieren

Weiter
**Step 6:** In order 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 the green button “Neue Zahlen anfordern”). Then click on “Abmeldung absenden” (= “send request to deregister”).

**Step 7:** You should receive a confirmation of your deregistration by mail. Please make sure that you have received this confirmation.
How to change your address

Step 1: Go to:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/aendern/index_ger.html

Step 2: Fill in your personal data with your old address and click on the button “Weiter” (= “next”)
**Step 3**: Select the second button “apartment”. Click on “Weiter” (=next)
Step 4: Select the option “Diese Wohnung/ Betriebsstätte” (this apartment) and continue with “Weiter”

Select the date of moving
Step 5: In order 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 the green button “Neue Zahlen anfordern”).

![Form Image]

1. Allgemeine Angaben
2. Änderung
3. Zusammensetzung

Allgemeine Angaben:
Beitragnummer: 125 847 877
Max Mustermann
Reihenstr. 4
75655 Karlsruhe
Geburtsdatum: 10.10.1991
Korrigieren

Wohnung/Betriebsstätte:
Alte Adresse:
Reihenstr. 4
75655 Karlsruhe

Neue Adresse:
Kaiserstr. 27
75655 Karlsruhe
Änderung gilt ab: 15.04.2018
Korrigieren

Pflichtfelder sind mit * gekennzeichnet.
Bitte geben Sie die zufallsenerzeugte Zahl ein, die auf dem Bild zu sehen ist.

85317

Zahl vorlesen
Neue Zahl anfordern
Ändern
How to deregister from the public broadcasting fee due to leaving Germany

Step 1: Go to:
https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

Step 2: Select the first button on the right: „I will move to a foreign country permanently“

Step 3: Click on the button „Weiter“ (= “next“)
### Step 4: Fill in your personal data and click on “Weiter”

#### Daten zum abzumeldenden Beitragskonto:

<table>
<thead>
<tr>
<th>Pflichtfelder sind mit * gekennzeichnet.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anrede</strong> *</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Frau</td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Vorname</strong> *</td>
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<tr>
<td><strong>Nachname</strong> *</td>
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<td><strong>Geburtsdatum</strong> *</td>
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<tr>
<td>Tag</td>
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<td></td>
</tr>
<tr>
<td><strong>Adresse der abzumeldenden Wohnung:</strong></td>
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<td></td>
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<tr>
<td><strong>PLZ</strong> *</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>
| Ort *

Ms./Mr.

First name

Last name

Date of birth

Address of the apartment in Germany for which you pay the license fee:

Zip code, City
Street, Number
Your/your roommates license fee registration number

Moving out date

Select: “Send the confirmation to another address”

Fill in your home address:
Mr./Mrs.

First name

Last name

Zip code, City, Country

Street, Number

Click the button “Weiter”
**Step 5:** Check whether your personal data is correct. If not, correct by clicking on the green button “Korrigieren”. When everything is correct, click on “Weiter”.

**Step 6:** In order 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 the green button “Neue Zahlen anfordern”). Then click on “Abmeldung absenden” (= “send request to deregister”).

**Optional:** You can upload your deregistration confirmation from the Bürgeramt in Mannheim here (click on the blue button “Durchsuchen” (= “browse”).

**Step 7:** You should receive a confirmation of your deregistration by mail. Please make sure that you have received this confirmation.