

Capital City Allowance Declaration Form for Employees

Last name, First name:

Unit:

Personnel ID number:

☐ I would like to receive a monthly subsidy for the following transportation pass:

- ☐ VBB Firmenticket
- ☐ Deutschlandticket Job

I am aware that I am required to have my own employee public transportation pass subscription as of _____ (enter date when the subscription started) in order to receive this specific subsidy. I am aware that I need to have signed up for my employee public transportation pass subscription before the tenth day of the previous month at the latest. I confirm that my subscription is paid on a ☐ monthly / ☐ yearly basis.

or

☐ I hereby request that my Capital City Allowance amounting to up to 150 euros be solely paid out as a monthly bonus that is subject to taxation and waive the monthly subsidy for the employee public transportation pass ("Firmenticket"). I am aware that if I request the monthly transportation subsidy at a later date it may be subject to taxation.

This declaration is made in reference to the period starting _____ (April 1, 2025 at the earliest, or the date that you commenced employment here).

This **declaration** is a binding commitment and serves the purposes of evaluating information relevant to decisions concerning the future payment of the Capital City Allowance, in particular the subsidy for the public transportation pass. I am aware that the eligibility criteria for granting the Capital City Allowance and the specific amount of the transportation subsidy must undergo further review.

I am aware that at the time that this request was submitted, the personnel office responsible for me was still examining whether and to what extent the employee public transportation pass subsidy is subject to taxation. I am also aware that receiving a subsidy for the specific purposes of the public transportation pass impacts the commuting allowances that are deductible as income-related expenses (*Werbungskosten*) on income tax returns (Section 3.15.3 of the German Income Tax Act, *Einkommensteuergesetz*).

I will immediately notify my personnel office should I terminate my employee public transportation pass subscription or if the subscription is otherwise terminated.

Date, Employee Signature