

Capital City Allowance Declaration Form for Apprentices

Last name, First name:

Unit:

Personnel ID number:

- ☐ I would like to receive a monthly subsidy for the following monthly public transportation pass for apprentices:
- ☐ VBB-Monatskarte Ausbildung (I have enclosed proof of my public transportation subscription.)
 - ☐ VBB Firmenticket
 - ☐ Deutschlandticket Job

or

- ☐ I hereby request that my Capital City Allowance amounting to up to 50.00 euros be solely paid out as a monthly bonus that is subject to taxation and waive the monthly subsidy for the monthly public transportation pass for apprentices. 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 began your apprenticeship).

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 (regardless of which type of pass it is). I am aware that my personnel office is to undertake a further review of the eligibility criteria for granting the Capital City Allowance and the specific amount of the transportation subsidy.

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 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 public transportation subscription or if the subscription is otherwise terminated.

Date, Employee Signature