Info Sheet: Registration “Rundfunkbeitrag“

There are two ways for you to register for the “Rundfunkbeitrag”, you can do it online or in print per post. In the following guide you will find how it is done step by step.

**IMPORTANT:** In Germany, **everybody** is obliged to pay these fees; you can find more Information [here](#).

- **Online Registration**

The online registration hast to be done on this website: [https://www.rundfunkbeitrag.de/](https://www.rundfunkbeitrag.de/).

1. Click on the tab *”Wohnung anmelden”*. 

![Online Registration](#)
2. Fill in your personal data, as it is shown here. You can insert your phone number and your email address at the end of the form, but it is not obligatory.

3. Here you have to choose the apartment you want to register, if it is the same address than the one given before, then click “Nein”. Introduce the date in which you will be moving in and click on “Weiter” at the bottom of the page.
4. In this step you will need to choose how you are going to pay the fee. The standard procedure is to pay it in the middle of a 3 months period, but you can do it as you like. In the second part you will have to decide whether the “Rundfunk” should debit the money from your account, or if you want to transfer the money every month.

5. In the last step you will need to check if the information you gave is correct, if not click “Korrigieren”. Click “Anmelden” if you have finished.
• **Registration per Post**

If you want to register per post, than you will have to fill in the [PDF form](#) and send it to the following address:

**ARD ZDF Deutschlandradio**  
**Beitragsservice**  
**50656 Köln**

1. Fill in the form, as it is shown here (it is the same form used online, for a translation look at the example above):
Don’t forget to fill in the second page as well.