Instructions on how to Fill out the JobTicket BW Offline Application Form – Application on Paper

Open the website of the Landesamt für Besoldung und Versorgung (LBV) (http://lbv.landbw.de/) – or the LBV-intranet http://intranet.lbv.bwl.de/) – and select the option “JobTicket BW” on the right hand side.

On the website that opens you will find a form for each of the 18 public transport companies (Verkehrs- oder Tarifverbünde) participating in the offline application process (listed on the right hand side). Click on the public transport company relevant for you. Depending on the public transport company you selected, you will either be asked to log into your LBV account (“Kundenportal”) or you will find a link to the application for the monthly transit subsidy of EUR 25 to be paid by the LBV (“Antrag auf den Zuschuss zum Jobticket BW”) as well as the purchase order form of the respective public transport company (“Bestellschein”).

First-Time Application for the JobTicket BW

Open the form "Antrag auf den Zuschuss zum Jobticket BW" of your public transport company and fill in the following information:

- "Personalnummer" = Personnel Number (optional, see information on page 2 as well as the information sheet on data protection ("Merkblatt zum Datenschutz"))
- "Geburtsdatum" = Date of Birth
- "Name, Vorname" = Last Name, First Name
- "Anmeldung" = Subscription

The fields labelled "Preise" and "Gültigkeit" (= prices and validity) will be completed by the public transport company, not by the client (see below).

In case you are filling in the form by hand, please make sure to write clearly according to the following example:

Please print out the form and sign at the bottom of the form where it says "Datum, Unterschrift (Antragsteller/in)" (= Date, Signature (Applicant)).

Then present the form to your employer for a confirmation (signature, stamp) of the fact that you are an employee at the Landesverwaltung Baden-Württemberg and therefore eligible to receive subsidies.

Please submit the completed application form for the transit subsidy, including the confirmation from your employer, as well as the purchase order form for the JobTicket BW to the customer service.

This translation is provided by the University of Mannheim and serves informational purposes only. English forms are not legally binding and will not be accepted by the LBV, please fill in the German forms. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.
center of your local public transport company. The public transport company will then process your order and complete the form for the LBV by providing the following information that is necessary for the application for the subsidy:

- "Preis Firmen-/Jedermannnticket" = Price of the Firmenticket and Jedermannnticket in EUR (detailed information can be found in the information sheet on taxation ("Merkblatt zur steuerlichen Behandlung"))
- "Preis JobTicket BW in EUR (monatl.)" = Price of the JobTicket BW in EUR (per month)
- "Gültig von" = Valid from (DD MM YYYY)
- "ggf. Gültig bis" = until (DD MM YYYY), if applicable
- "Verbundpass-/Abonnementen-/Kundennummer" = Ticket/subscription/client no.
- "Datum, Unterschrift, Stempel" = Date, signature, stamp

Please note:
Your personnel number has no relevance for the public transport company. According to the cooperation agreement, your personnel number may not be collected, stored, processed or passed on to third parties. You do not have to fill in your personnel number before submitting the application to the public transport company. However, the application process may be accelerated by filling in the number as your application can be forwarded directly to the LBV. If you do not fill in the personnel number, the form will first be sent back to you.

Please send the form via normal mail (no faxes or e-mails) to the LBV. The LBV will process the form and issue the monthly subsidy payments.

Price Change
In case of a fare or price increase, you do not need to take any further steps. The public transport company will inform the LBV directly.

Please only check the box "Preisänderung" (= price change) if you already have a JobTicket BW and your ticket price will change due to a change of residence or the like.

In this case, please fill in the following fields:
- "Personalnummer" = Personnel Number (optional, see information on page 2 as well as the information sheet on data protection ("Merkblatt zum Datenschutz"))
- "Geburtsdatum" = Date of Birth
- "Name, Vorname" = Last Name, First Name
- "Preisänderung" = Price Change

In case of a price change, the employer does not need to provide a confirmation.

The following fields will be filled in by the public transport company:
- "Preis Firmen- oder Jedermann-Ticket in EUR (monatl.)" = Price of the Firmenticket and Jedermann-Ticket in EUR (per month)
- "Preis JobTicket BW in EUR (monatl.)" = Price of the JobTicket BW in EUR (per month)
- "Gültig von" = Valid from (DD MM YYYY)
- "Ggf. Gültig bis" = until (DD MM YYYY), if applicable
- "Verbundpass-/Abonnementen-/Kundennummer" = Ticket/subscription/client no.

Cancel Subscription
Please do only check the box "Abmeldung" (= cancel subscription) if you no longer need your JobTicket BW and want to cancel your subscription, or if you are no longer eligible to receive subsidies.

In this case, please fill in the following fields:

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- "Personalnummer" = Personnel Number (optional, see information on page 2 as well as the information sheet on data protection ("Merkblatt zum Datenschutz"))
- "Geburtsdatum" = Date of Birth
- "Name, Vorname" = Last Name, First Name
- "Abmeldung" = Cancel Subscription
- “Gültig bis (Zeitpunkt der Beendigung der Zuschusszahlung)” = Valid until (last payment of your subsidy)

If you have any further questions concerning the application process, please contact:
JobTicketBW@lbv.bwl.de, Phone +49 (0) 711 3426-3098, or:
Landesamt für Besoldung und Versorgung Baden-Württemberg
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