**Information Sheet concerning direct transfers**
**at the request of the person entitled to assistance**

Dear Sir/Madam,
You have applied for, or are in receipt of assistance payments in accordance with German Social Security Code Vol. II / Vol. XII (SGB II / SGB XII). There is the option of arranging for the costs of accommodation, heating and water to be transferred directly by the Jobcenter team.arbeit.hamburg / the Office for Basic Security and Social Services ("Fachamt Grundsicherung und Soziales") to your landlord or to a utility company. To do this, we need your written declaration of consent. If you would like this arrangement, please sign the following **Declaration of Consent** and send it to your administrative office. However, if your rent and heating costs exceed the assistance payments, you have to personally transfer the difference to your landlord or the utility company.

Yours sincerely

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Surname, first name

File reference

**Declaration made to Jobcenter team.arbeit.hamburg / the Office for Basic Security and Social Services (Fachamt Grundsicherung und Soziales)**

I hereby declare that I agree for the costs of the accommodation (rent, heating, water) to be transferred directly from my regular benefits payments to the landlord or the utility company starting from _____. I am aware that the transfer of the full costs of rent and energy is only assured if the rent and energy costs do not exceed my regular benefits. If my regular benefits are less than the rent and energy costs, I will personally transfer the difference to the landlord or to the utility company. This declaration may be revoked at any time.

_____ _____

Date, signature