



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ANSBACH
UNIT # 28614
APO AE 09177-8614

IMEU-ANS-MWB-LGS

GUIDELINES FOR THE UTILITY TAX AVOIDANCE PROGRAM

SUBJECT: USAREUR Utility Tax Avoidance Program (UTAP)

PURPOSE: To provide information on the established Utility Tax Avoidance Program (UTAP).

To all military and authorized civilian members of the US Forces who occupy Economy housing.

1. DISCUSSION:

a. UTAP has been established to provide the opportunity to obtain tax relief on individual utility bills from the following companies. N-Ergie, Stadtwerke Ansbach, Gemindewerke Neuendettelsau, Entega Vertrieb and Stadtwerke Bad Windsheim.

b. Utility bills can only be delivered tax-exempted if the bills are in your name.

c. Billing adjustments/credits will be made at the end of the billing year.

d. It is recommended that customers establish automatic bill payments through the Community Bank, Service Credit Union, or another German Banking Facility. Be sure that the banking institution you choose has an 8-digit bank code so as to avoid any late payments.

f. It is the customer's responsibility to inquire directly with the utility company once enrolled in the program for all billing issues or concerns.

g. It is the customer's responsibility to notify the Tax Relief Office NLT 6 weeks prior to vacating economy quarters.

h. A one-time enrollment fee of \$77.00 will be charged to defray administrative costs.

2. REGISTRATION LOCATIONS:

* Tax Relief Office (VAT) Office, Bismark Kasserne, (Katterbach) Bldg 5845, DSN 468-1780 CIV 09802-83-1780. Hours of Operation: MONDAY – FRIDAY 0800-1630

* Tax Relief Office (VAT) Office, Stork Barracks, (Illesheim) Bldg 6510, 1st floor, DSN 467-4553 CIV 09841-83-4553. Hours of Operation: TUESDAY – FRIDAY 1100-16:00

3. Customers are responsible for supplying COPIES of the required FOLLOWING DOCUMENTS FOR REGISTRATION

- a. Identification (ID) Card (front and back copy)
- b. Official Orders (military) or Personnel Action (civilians)
- c. Rental agreement(s) or Proof of ownership
- d. Utility Company billing documents for each utility
- e. Most current meter reading and meter number for each utility provided
- f. \$77.00 Registration fee (cash or check)
- g. If you are not the sponsor, you must bring a valid power of attorney with you to enroll in the UTAP Program

4. Mailing addresses

(Katterbach)
USAG ANSBACH
ATTN: Tax Relief Office
Unit 28614
APO AE 09177

(Illesheim)
USAG ANSBACH
ATTN: Tax Relief Office
CMR 416 Box 1165
APO AE 09140

5. for further information contact the Ansbach Tax Relief Office at DSN 468-1780, Civ 09802-83-1780 or the Illesheim Tax Relief Office at DSN 467-4553.

I _____, have read and understand my Responsibilities and obligation to the Utility Company and Tax Relief Office.

My termination date of the Utility Tax Avoidance Program (UTAP) is projected to be:

Date ____ Month _____ Year _____

Contact phone number: _____ Rank _____

E-mail: _____

Receiving LQA / Housing allowance (Y/N) _____

Date & Signature



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MEMORANDUM FOR TAX RELIEF OFFICE, USAG ANSBACH, UNIT 28614, APO AE 09177

SUBJECT: Request for Utility-Tax Relief

1. Request for the Community Morale, Welfare, and Recreation Fund (CMWRF) to enroll me in the Utility-Tax Avoidance Program (UTAP).

- a. I agree to pay a one-time fee of \$77 to CMWRF to cover administrative costs for enrolling in the UTAP.
- b. I understand that the CMWRF will arrange for the servicing utility company to bill me without taxes.
- c. I understand that CMWRF is acting as my agent and is not responsible for payment of my bills. I further understand that I am responsible for such bills and agree to make timely payments to the utility company in accordance with their invoicing policies and MWR SOP 13-98.
- d. I understand that I will be held liable for payment of penalty charges or administrative costs to the utility company caused by late payments. In the event of my indebtedness, I voluntarily consent to collection from my basic pay/entitlements any amount owed to the utility company or to CMWRF for enrollment in this program.
- e. I certify that I am not currently indebted to any utility company or any other agency providing the services for which I am seeking tax-relief. I also certify the tax-free delivery of services is for my own family's use and that such delivery will not benefit any other individual or business. Tax-relief on utilities is subject to inspection by U.S. and German tax and customs officials.
- f. I understand that it is my responsibility to notify CMWRF at least 4 weeks before vacating my privately rented quarters.

2. Data required by the Privacy Act of 1974 (5 USC 5522):

- a. Authority: Section 10 USC 3012; Supplementary Agreement to the NATO SOFA, Article 67, Paragraph 3a(a)(I); and AE Regulation 215-6/USAFE Instruction 34-102.
- b. Principal Purpose: For MWR fund managers to verify eligibility of the applicant and obtain tax-relief.
- c. Routine Uses: To provide information needed to process documents for tax-relief on utility bills.
- d. Mandatory or Voluntary Disclosure and Effect of Not Providing Information: Disclosure of information is voluntary. However; Tax-relief cannot be provided without requested information.

Signature

Date

Stamp

Witnessed by

Date