

**Germany Fuel Ration Card
BILLING UNIT REQUEST FORM**

Use blue or black ink only. Please print.

Requested by:

Date:

Unit Name:

AAFES Staff Unit: **YES** **NO**

Mailing Address:

City, State, Zip:

Billing Point of Contact Name:

Billing Point of Contact Commercial Phone:

Billing Point of Contact DSN Phone:

Billing Point of Contact Email Address:

Signature:

By completing this form, you are authorizing AAFES to add the billing information into their Ration Control System (RCS). This information will be used to issue an AAFES/ESSO German Fuel Ration Card to the designated POC which will use the card at AAFES and/or ESSO gas stations in Germany for tax free fuel purchases. You also agree to abide by the terms associated with this request. (see back)

Complete, sign and return to:

AAFES-Europe Region

Attn: Retail Operations Office (RO)

Unit 24580

APO, AE 09245

Phone from US: 011-49-6134-715336 or 011-49-6134-715400

Phone from within Germany: 06134-715336 or 06134-715400

Information will be updated within 24-48 hours of receipt.

Germany Fuel Ration Card Form Last Revision 24-Jan-2008

GERMANY FUEL RATION CARD UNIT AGREEMENT

In this German Fuel Card Unit Agreement (“Agreement”), the words “you” and “your” refer to any person who signs the Agreement for an AAFES/ESSO Fuel Card, or is authorized to use the card. The words “we”, “us”, and “our” refer to the Exchange Credit Program, administered by the Army and Air Force Exchange Service, P.O. Box 650410, Dallas, TX 75265-0410, and any entity to which your Account or the balance due in your Account may be assigned.

Program Participation: When you sign the request for a billing unit form for this program, you are requesting we open an AAFES/ESSO Fuel Card Unit Account to purchase tax free fuel in Germany. Only patrons authorized under Army Europe Regulation 600-17 are authorized to participate in the AAFES/ESSO Fuel Card Program. A card will be issued for each vehicle in the unit and the unit is responsible for all activity by drivers authorized to use their vehicles as disclosed to the Registry of Motor Vehicles (RMV). You agree that your drivers have received training on the proper use of the fuel ration card.

Promise to pay; when Agreement is effective: You are responsible for and agree to pay all amounts owed. You will be billed monthly for these purchases. Verification of ID and registration documents can be requested with each transaction. Questionable verifications may result in denied transactions and charge of full pump price. Transactions attempted on blocked accounts, deactivated cards or expired vehicles will result in a denial and request of full pump price payment at the time of the transaction. We will accept and post payments marked as “Payment/Paid in Full” or with similar words; however, acceptance of checks or money order with such words does not constitute acknowledgement by us that the account is paid in full. Post-dated checks will be deposited when received. Any check accepted as payment on your account may be converted to an electronic funds transfer. If your unit is deactivated, or moved out of Germany, the account balance must be paid in full before you leave the country.

Payments: Payments may be made by check payable to the Exchange Credit Program, P.O. Box 78733, Phoenix, AZ 85062-8733 or online at www.aafes.com.

Other charges: a) Returned payment fee: If any check or other payment instrument is returned unpaid by a financial institution, we may charge you a Returned Payment Fee of \$25.00 to cover our collection costs and you agree that we may add the Returned Payment Fee to the balance due in your Account. b) Administrative Collection Fee: We may impose a collection fee of \$25.00 each time we attempt an involuntary collection on a delinquent account.

Delinquent accounts/Collection costs: If the balance on your account is not received by us within 30 days after the notification letter is mailed, your Account will be delinquent. If your Account becomes delinquent, the Unit Commander or other Department of Defense (DOD) entity may be notified to assist in collection.

Liability for unauthorized user: The card issued to you by us at your request remains our property and you agree to surrender it to us upon demand. You must promptly notify us of the loss, theft or possible unauthorized use of your card by writing or calling customer service at the address or phone number at the end of this Agreement. Until we are notified of the loss, you will be liable for the unauthorized use of the card or account number. You will not be liable for unauthorized use that occurs AFTER you notify us of the loss, theft or possible unauthorized use. You are responsible to report any customs violations to your local U.S. Forces Customs Office or Military /Security Police Station.

Disputed Amounts: Transactions at ESSO stations require PIN validation. If the PIN is validated and the transaction is authorized, it cannot be disputed. Card holders should verify receipt information and sign the ticket. You must send all other written communications about disputed purchases to **Army and Air Force Exchange Service, P.O. Box 650410, Dallas, TX 75265-0410**. This includes any check or other payment in an amount less than the full payment due, including those: (1) marked “paid in full”, (2) that you tender with other conditions or limitations, or (3) that you otherwise tender as full satisfaction of a disputed amount.

Change of Billing Address/Notice: If you choose to change any information on this request form, you must complete a new form. Failure to notify us of an address change or POC information does not constitute permission to disregard any payment obligation. Any notices to you from us may be hand delivered or mailed to you at your address of record, which is the address provided on this form. It is your responsibility to ensure we have your correct address.

Telephone monitoring and recording: In order to ensure that you receive the best possible customer service and that our employees (or designates) are complying with our policies and all applicable laws in their contacts with you, on occasion, we may record your call or we may have a second employee (or designate) monitoring customer calls.

Intentional Fraud: You understand that fraudulently using this account to obtain tax free fuel will result in your account being deemed in default and the entire balance due, payable and subject to collection. You further understand that in addition to your account being in default you may be subject to criminal penalties and reported to the USAREUR Customs Authorities for action.

Privacy Notice:

Protecting your privacy is important to us. The Germany Fuel Ration Card Program adheres to the Privacy Act 5 U.S.C. 552 as well as the Financial Right to Privacy Act 15 U.S.C. 1601. We will not share nonpublic personal information with non-affiliated third parties except as permitted by law. This permission extends to law enforcement agencies, credit bureaus and processing transactions you authorize. We may disclose nonpublic personal information to other government entities as authorized by federal law to collect delinquent debts. We may also disclose information to government contractors whose purpose is to assist in the administration of the Program. It is our policy to include confidentiality and data protection provisions in the contracts with these entities. We restrict access to your nonpublic personal information to those employees who have a need to know for the performance of their duties. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.