

IMCOM-Europe Utility Tax Avoidance Program (UTAP)
Guidelines for the Utility Tax Avoidance Program, USAG Bamberg

1. **PURPOSE:** To provide information on the established UTAP; this is open to all military and civilian members of the US Forces with full logistical support who occupy private rental (economy) housing.

2. **DISCUSSION:**

a. UTAP has been established to provide the opportunity to obtain tax relief on individual utility bills.

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

c. RETROACTIVE tax exemption/refunding on charges accumulated prior to UTAP enrollment is not authorized. Tax-exempt billing becomes effective on the day of official enrollment.

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

e. It is mandatory that customers establish automatic bill payments through the Community Bank, Service Credit Union or a German Bank. 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 notify the Bamberg Tax Relief Office (TRO) NLT 4 weeks prior to vacating economy quarters. The only exception to this policy is orders issued to relocate (PCS) less than four weeks in advance.

g. An enrollment fee of \$77.00 will be charged to defray administrative costs. This fee is due at each VAT office where the U.S. Forces member requests UTAP service and when the address of the U.S Forces member changes (for example, the member moves from one dwelling to another).

3. **GENERAL:**

a. Companies contracted/registered for UTAP with the USAG Bamberg Tax Relief Office are listed below. Should you require UTAP for a different utility company, the service may be obtained through TROs at other Garrisons which may have contracts with the desired utility provider.

- (1) STWB - Stadtwerke Bamberg.
- (2) Entega
- (3) E-ON Bayern
- (4) ESTW-Erlanger Stadtwerke

b. **REGISTRATION:**

(1) Location: USAG Bamberg Tax Relief Office, Warner Barracks, inside the Community Activity Center, Building #7047, phone: DSN 469-1780, Civilian 0951-300-1780.

(2) Hours of Operation: Monday – Friday, 0830 to 1400 and 1500 to 1630 (Training Holidays: 1000 to 1400 and 1500 to 1630. Closed on Federal Holidays).

c. Documents required for registration:

- (1) Identification (ID) Card.
- (2) Orders (active duty only).

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- (3) Rental agreement(s) or Proof of ownership.
- (4) Utility Company billing documents for each utility company, if delivery agreements exist already. Billing documents must be in participant's name, not the landlord's name.
- (5) Provide banking information; name of institution, account number and routing number. Utility company will withdraw monthly and annual payment directly from your account.
- (6) Most current meter reading and meter number for each utility provided.
- (7) \$77.00 Registration fee (cash, check or credit card).
- (8) If you are not the sponsor, you must bring a valid power of attorney with you to enroll in the UTAP Program.

NOTE: Please bring additional copies of all required documentation.

Enrollment is subject to verification of customer not being indebted to the respective utility company. Customers that are currently indebted with their utility provider will be required to provide proof of payment before being officially enrolled in the UTAP program. If proof of payment is not submitted within 30 days of notification of indebtedness, the customer packet that was submitted will be destroyed. Upon destruction, you will be refunded your enrollment fee, minus an administration fee of \$20.00.

I, _____, have read and understand my responsibilities and obligation to the Utility Company and TRO.

Date & Signature