



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON – WIESBADEN
UNIT 29623
APO AE 09096-0051



WHAT IS UTAP?

THE FINANCE MINISTRIES OF EUROPE AND NATO FORCES ESTABLISHED THE UTILITY TAX AVOIDANCE PROGRAM (UTAP) IN SEPTEMBER 1990 TO ALLOW TAX-FREE UTILITY BILLING TO AUTHORIZED PATRONS WITH PARTICIPATING UTILITY COMPANIES.

WHAT DO YOU SAVE ON UTILITIES?

Electricity and, Natural Gas 19% Mwst
Water 7% Mwst

HOW UTAP WORKS:

After processing your paperwork the TRO office arranges for you to receive tax-free billing. And is your point of contact with the participating utility company creating an open line of communication. In the same instance

SERVICES PROVIDED BY THE PROGRAM:

Answer related utility questions.
Help determine and explain bills.
No security deposits on utilities.
No hassle in dealing with VAT forms as they are not used for this program.
The program will save the U.S. Government TAX Payer money if you are award LOA.
We can also assist in set-up your utilities, if wishing to contract service with ESWE, Suwag, or Entega.

ENROLLMENT REQUIREMENTS:

- Rental Agreement or Proof of Ownership
- Official Orders (documentation identifying DEROS) SF 50 or NAF 3434
- \$77.00 Enrollment Fee (Cash, Check, Credit Card or Money Order)
- UTAP Application, complete with Utility Meter Number(s) and Utility Meter Reading(s)
- Bank Account that allows automatic debit bill pay
- *Enrollment is done by appointment only on Mon, Wed, & Fri 0930-1130 and 1430-1700
- *All other issues, questions, and problems can be handled by walk-in on Tues or Thurs
- *Enrollment packets will not be accepted without ALL required documents & readings.

****UTAP falls under the TRO and is regulated by AE Regulation 215-6****

**** When enrolled in UTAP, you are required to provide the UTAP office with final readings from your utility meter at the time of move-out ****

For more information, contact the Wiesbaden Tax Relief Office

DSN: 337-7456 CIV: 0611-705-7456

Email: usarmy.wiesbaden.imcom-europe.mbx.wiesbaden-utap-office@mail.mil

<http://www.armygermany.com>

Alt. Number DSN: 337-1780 CIV: 0611-705-1780

FAX: 337-7455 CIV: 0611-705-7455

Hours of Operation: M-F 0930-1730

Closed on Weekends and Federal Holidays



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - WIESBADEN
UNIT 29623
APO AE 09096-0051



IMEU-WSB-MWN

MEMORANDUM OF AGREEMENT WITH USAG-WIESBADEN

SUBJECT: Request for Enrollment in the Utility Tax Avoidance Program (UTAP)

1. Reference: Army in Europe Regulation, AER 215-6, 24 Jan. 2003

2. Request the Wiesbaden Garrison Morale, Welfare, and Recreation Fund (GMWRF) enroll me in UTAP. With my enrollment, I agree to the following conditions.

a. I agree to a one-time fee of \$77.00 to the GMWRF to defray administrative cost for enrollment in UTAP and to pay additional fees related to changing utility companies should the GMWRF charge a fee.

b. I understand that GMWRF will arrange with the requested utility company to bill me without taxes.

c. I understand that GMWRF is acting as my agent and is not responsible for payment of my bills.

d. I understand I am responsible for such bills and agree to establish, from my local bank account, an automatic bank draft to the utility company in accordance with their payment schedules.

e. I understand that with a third notice for late payment from the utility, the Garrison prepares a request for removal from the UTAP program. This is forwarded to the Garrison Commander for signature.

f. I understand I am liable for payment of penalties and/or administrative costs of the utility company due to late payments.

g. I agree, in the event government or Nonappropriated Funds (NAF) are used to settle my indebtedness to a utility company, to collection from my pay of the amounts due the utility company or GMWRF resulting from my enrollment in this program.

h. I certify that I am currently not indebted to the utility company providing the services for which I seek tax relief.

i. I certify the tax-free delivery of services is for my or my family's use and that such delivery will not benefit any other individual or business.

j. I understand it is my responsibility to notify the GMWRF with my final utility meter readings at the time of vacating my economy quarters so the UTAP office can assist in obtaining my final bill(s).

k. I agree to keep my local bank account open for 60 days after departure for payment of outstanding bills and/or receipt of credits related to overpayment.

l. I understand customer assistance is provided only for companies under contract with the GMWRF.

IMEU-WSB-MWN SUBJECT: Request for Enrollment in the Utility Tax Avoidance Program

I have read and understand the terms of my application for the UTAP program.

Signature: _____ Date: _____



IMEU-WSB-MWN SUBJECT:
Request for Enrollment in the Utility Tax Avoidance Program

UTAP APPLICATION
PLEASE PRINT ALL INFORMATION LEDGEIBLY

Sponsor's Name _____
Last First MI

SSN _____ - _____ - _____ DOB _____

Grade _____ Branch _____

Unit/Organization _____ Deros _____

Spouse's Name _____
Last First MI

Mailing Address: CMR _____ Box _____ APO _____

DUTY PHONE _____ EMAIL: _____

HOME PHONE _____ CELL PHONE: _____

TRANSFER FROM ANOTHER UTAP PROGRAM? NO _____ YES _____ FROM _____

Retired Military: Y N (circle one) Branch of service _____

Economy Address:
Street and house number: _____

Postal Code and Town: _____

Effective date of move in _____

Name on Lease (Sponsor): _____

Name of landlord _____

Bank Account Holders Name (sponsor) _____

Bank Instituion: _____

Konto Nr./Account Number: _____

BLZ Nr: _____



STROM / ELECTRIC CO. _____ CUSTOMER NR. _____

Zähler/Meter Nr. _____ Stand/Reading _____

Zähler/Meter Nr. _____ Stand/Reading _____

Zähler/Meter Nr. _____ Stand/Reading _____

GAS / GAS CO. _____ CUSTOMER NR. _____

Zähler/Meter Nr. _____ Stand/Reading _____

WASSER / WATER CO. _____ CUSTOMER NR. _____

Zähler/Meter Nr. _____ Stand/Reading _____

Members in current household: _____

Name of previous Tenant: _____

QUESTIONS? Contact the Wiesbaden Tax Relief Office, DSN: 337-7456 or CIV: 0611-705-7456 FAX: 337-7456
FAX CIV: 0611-705-7455 Clifford.J.Wix.NAF@mail.mil

(CUSTOMER SIGNATURE)

(DATE)

RECEIVED TRO: _____ DATE: _____

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552)

The following personal data is provided IAW paragraph 2.

Authority 10 USC Section 3012 and the Supplementary Agreement to the NATO SOFA Article 67, paragraph 3a. (a) (1), and USAREUR Reg 215-6/USAFE Reg 176-1 Administration of Value Added Tax (Vat) Relief in the Federal Republic of Germany.

Principal Purposes: For MWR Fund Manager to verify eligibility of applicant and obtain requested tax relief.

Routine Uses: To provide information needed to process document for tax relief on utility bills.

Mandatory or Voluntary Disclosure and Effect of not Providing Information: Disclosure of information is voluntary, however, tax relief cannot be provided without requested information.

Additional Notes: (Higher Billing rate ect...)