



## VAT Forms for Hotel stays while in ROM/Quarantine



New-arrivals staying in a hotel in ROM/quarantine may want/need VAT forms to save the 7% taxes for their accommodations. Normally all days that are not covered by a valid VAT form will have to be billed separately with tax. The only permissible exception are the first 7-days of arrival. See separate handout on the 7-day grace period.

### Obtaining VAT forms while in ROM/quarantine:

Based on the IMCOM-E OPOD 20-034 COVID-19 PCS Summer Surge FRAGO 2, your unit's sponsor can get your VAT forms on your behalf by following these steps:

1. The unit sponsor will need to obtain a statement from the quarantined Individual's commander to register the individual with Tax Relief and to obtain VAT forms for the hotel costs.
2. The commander's statement should authorize the sponsor by name to register the quarantined individual for tax-relief (AE215-6A) and obtain value added tax (VAT)-relief forms (AE 215-6B) on his/her behalf (see sample text on bottom).
3. The new arrival must fill-out and sign the Tax-Relief Application (AE Form 215-6A). The unit sponsor can obtain the AE Form 215-6A (VAT Application) from the Tax Relief Office or anyone can download it from the USAREUR Publications website.
4. After getting the authorized individual's (new-arrival) signature on the registration form AE Form 215-6A, the unit sponsor takes that filled-out & signed form, a copy of the PCS orders, and their Commander's statement back to the Garrison Tax Relief Office to obtain the AE Form AE 215-6B plus Abwicklungsschein (Host Nation VAT relief form). The cost of each form is €5. The sponsor then takes the VAT relief form packet back to the quarantined individual.
5. The quarantined individual will provide the VAT relief form packet to the Hotel to effect tax-free billing (for the first form, no more than 7 days retroactively from VAT form issue date). See separate handout on the 7-day grace period.

Note: the Hotel is not required to accept VAT forms. The maximum purchase amount of VAT relief forms for all rooms combined must be observed (max. total per form €2499.99). Prior to reaching this max. amount, the quarantined individual must check-out and have a final check-out bill generated. He/she can then check back in to start the next €2499.99 purchase period (again, all rooms may not exceed €2499.99 max on the next form). (see AER 215-6, Section 24).

6. After completing their tax-free transaction(s), the authorized individual is responsible for dropping off their completed VAT Relief forms (white copy) to the Garrison Tax Relief Office.

Sample text for Commander's statement:

I, (Rank) Name (of Commander) am requesting that the VAT Office register (Rank) Name, a PCSing and quarantined individual in the Tax-Relief system. I further request that the VAT Office issue required VAT forms in the name of the quarantined individual to the unit's PCS Sponsor (Rank), Name.

(Rank) Name

Date, Signature of CDR

POC: your local VAT office or Rafael Wunsch, IMCOM-Europe, Tax Relief Program Manager, DSN 544-9888, Com:0611-143-544-9888, Email: rafael.s.wunsch.naf@mail.mil.