







**FOR CMWRF OR USAFE SERVICES FUND USE ONLY**

**(UTAP Customer does not fill this out.)**

<i>Strom/Electric Co</i>	Customer No.
<i>Zähler/Meter No.</i>	<i>Stand/Reading</i>
<i>Gas/Gas Co</i>	Customer No.
<i>Zähler/Meter No.</i>	<i>Stand/Reading</i>
<i>Wasser/Water Co</i>	Customer No.
<i>Zähler/Meter No.</i>	<i>Stand/Reading</i>
<i>Other Co</i>	Customer No.
<i>Zähler/Meter No.</i>	<i>Stand/Reading</i>

**Date of Meter Reading:** \_\_\_\_\_

**NOTE:** For additional information or assistance, call your UTAP coordinator at:

**Kleber UTAP Office**      **M-Fri 0900-1600 (Location: Bldg. 3245; Room 110)- By Appointment Only**  
**DSN 541- 9086/9091**      **CIV: 0611-143-541-9086/9091**

Or your local VAT Offices at:

ROB VAT Office    M-Fri 0900-1700  
DSN 541-9089      CIV: 0611-143-541-9089

Kleber VAT Office    M-Fri 0900-1600  
DSN 314-483-1780    CIV: 0631-411-1780

Landstuhl VAT Office M-Th 1000-1300 and 1400-1700; Fri 1300-1700  
DSN 314-486-1780    CIV: 06371- 86-1780

Baumholder VAT/UTAP Office: M-Fri 1000-1300 and 1400-1700;  
DSN 314-531-2896    CIV: 0611-143-531-5896

\_\_\_\_\_  
**UTAP SIGNATURE / STAMP / DATE**

**The benefit of enrolling in UTAP, besides receiving tax-relief on services, security deposits will be**

**waived. In order to enroll in the UTAP, certain conditions must be met:**

- Must be an authorized customer under the Status of Forces Agreement (SOFA)
- Utilities must be in the customers' name
- UTAP office must have a valid contract with the utility provider
- Customer cannot be indebted to any previous or current utility provider

**Required documentation and information to enroll:**

**WHAT AN ACTIVE DUTY CUSTOMER WILL NEED TO SIGN UP FOR THE UTAP PROGRAM**

- 1) VALID ID CARD
- 2) ORDERS assigning you to Germany or Letter of Employment from Human Resources Office stating that you are logistically supported.
- 3) HOUSING CONTRACT signed by HOUSING For Rentals or FORM with SEAL from Notary for HOMEOWNERS
- 4) METER READING AND METER NUMBER :Photos that are less than 45 days old on your SMART device, showing both Meter Number and Meter Reading are a must!
- 5) IBAN INFO and BIC. This is the International Banking Number from your Local Credit Union or Bank
- 6) \$ 99 payable with cash, credit or debit card.

**WHAT A CIVILIAN CUSTOMER WILL NEED TO SIGN UP FOR THE UTAP PROGRAM**

- 1) VALID ID CARD / For Contractors: SOFA Card with expiration date matching expiration date of ID Card plus DD Form 1172 showing assignment to Germany
- 2) ORDERS Or Letter of Employment (LOE) assigning you to Germany with DEROS and Last 4 of SSN
- 3) RENTAL CONTRACT or FORM with SEAL from NOTARY for HOMEOWNERS
- 4) METER READING AND METER NUMBER: Photos that are less than 45 days old on your SMART device, showing both Meter Number and Meter Reading are a must!
- 5) IBAN INFO and BIC. This is the International Banking Number from your Local Credit Union or Bank
- 6) \$ 99 payable with cash, credit or debit card.

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