UNITED STATES ARMY GARRISON RhEINLAND-PFAlZ

UNIT 23152

APO AE 09054-3152

*IMRP-MWN (215-6) 25 October 2017*

MEMORANDUM OF AGREEMENT WITH USAG RHEINLAND-PFALZ Tax Relief Office

SUBJECT: Request for Utility-Tax Relief Support per Army Europe Regulation (AER) 215-6

1. I request the Community Morale, Welfare, and Recreation Fund (CMWRF) enroll me in the Utility-Tax Avoidance Program (UTAP) in agreement with the following conditions:

a. I agree to pay a fee of $99 to the CMWRF to cover administrative costs for enrolling in the UTAP.

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

c. I understand that the CMWRF *or* USAFE Services Fund is acting as my agent and is not responsible for paying my bills. I further understand that I am responsible for such bills and agree to make timely payments to the utility company in accordance with its invoicing policy and FMWR SOP 13-98.

d. I understand that I will be held liable for payment of penalty charges or administrative costs to the utility company caused by late payments. In the event of my indebtedness, I voluntarily consent to collection from my basic pay and entitlements any amount owed to the utility company or the CMWRF *or* USAFE Services Fund for enrolling in this program.

e. I certify that I am not currently indebted to any utility company or any other agency providing the services for which I seek tax relief. I also certify the tax-free delivery of services is for my own or my Family’s use and that such delivery will not benefit any other individual or business. Tax relief on utilities is subject to inspection by U.S. and German tax and customs officials.

f. I understand that it is my responsibility to notify the CMWRF *or* USAFE Services Fund (in other words, the tax-relief office) at least 4 weeks before vacating my privately rented quarters.

2. Data required by the Privacy Act of 1974 (5 USC 5522):

 **a. Authority:** 10 USC 3012; Supplementary Agreement to the NATO SOFA, Article 67, paragraph 3a(a)(I); and AE Regulation 215-6/USAFE Instruction 34-102.

 **b. Principal Purposes:** For the fund manager to verify eligibility of the applicant, obtain requested tax relief, and to provide utility company with necessary information about a new customer.

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

 **d. Mandatory or Voluntary Disclosure and Effect of Not Providing Information:** Disclosure of information is voluntary. Tax relief, however, cannot be provided without the requested information.

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1. **CUSTOMER PRINTED NAME** **CUSTOMER SIGNATUR**E  **DATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. SPOUSE PRINTED NAME SPOUSE SIGNATURE DATE**

 **DATA Entry Date:** \_\_\_\_\_\_\_\_\_\_\_\_

3. The following personal data is provided in accordance with paragraph 2: **UTAP OFFICIAL**

**PLEASE PRINT ALL INFORMATION CLEARLY**

**SPONSOR’S INFORMATION (HIGHER RANK/ GRADE OF DUAL MILITARY OR GS)**

**DOD ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RANK/ GRADE:** \_\_\_\_\_\_\_\_\_\_\_\_ **DOB:** \_\_\_\_\_\_\_\_\_\_**DEROS:** \_\_\_\_\_\_\_\_\_\_

**Last Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Middle Int.** \_\_\_\_\_ **First** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **UNIT: \_\_\_\_\_\_\_\_\_\_\_**

**DSN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **INSTALLATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **HOME E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 SG, COMMANDER/ SUPERVISOR MUST BE PROVIDED AS FOLLOWS:**

**RANK/ GRADE**\_\_\_\_\_\_­­­­­­­­­­­**\_\_\_\_\_\_\_\_ LAST NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FIRST NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_

**DSN:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_ **UNIT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**INSTALLATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spouse information (IF DUAL MILITARY ALL INFO AND ORDERS ARE REQUIRED)**

**LAST Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RANK/Grade** \_\_\_\_\_\_\_ **DOD ID #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRST Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DOB:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name/ Rank** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DSN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Branch of Service**: \_\_\_\_\_\_\_

**Military Mailing Address**  **Stateside Address (HOR) or NEXT OF KIN**

**CMR / PSC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ **Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APO AE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**German Address**

**Street:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nr.** \_\_\_\_\_\_\_\_\_\_\_ **Apt**: \_\_\_\_\_\_

**ZIP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City/Town**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ, ACKNOWLEDGE AND INITIAL:**

**\_\_\_\_Granting auto-debit to utility company is mandatory for UTAP enrollment/participation per AER 215-6**

**\_\_\_\_Late Bills due to lack of auto-debit, insufficient funds, etc. will result in removal from tax-relief program**

**\_\_\_\_Change of status or residence requires final bills and paid receipts be provided to VAT office for UTAP**

**De-registration**

 **BANK INFORMATION TO ESTABLISH AUTOMATIC BILL PAYMENT**

**SEPA Mandate (SEPA Payment Authorization Form)**

**SEPA-Lastschriftmandat (SEPA Withdrawal Mandate)**

Ich ermächtige den oben genannten Versorger, Zahlungen von meinem Konto mittels Lastschrift einzuziehen. Zugleich weise ich mein Kreditinstitut an, die von dem oben genannten Versorger auf mein Konto gezogenen Lastschriften einzulösen.

**(I hereby authorize the above utility supplier to withdraw payments from my bank account. At the same time, I am instructing my bank to honor the payment requests from the above named utility supplier.)**

Hinweis: Ich kann innerhalb von acht Wochen, beginnend mit dem Belastungsdatum, die Erstattung des belasteten Betrages verlangen. Es gelten dabei die mit meinem Kreditinstitut vereinbarten Bedingungen.

**(Note: Within 8 weeks from the debit date, I can request reversal of the transaction. The terms of my bank apply.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Name & Last Name of account holder**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**German Street Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**German Postal Code and City**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank Name** **BIC­­\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **D** | **E** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**Account Holder Signature, Date**

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

|  |  |
| --- | --- |
| *Strom*/Electric Co | Customer No. |
| *Zähler*/Meter No. | *Stand*/Reading |
| *Gas*/Gas Co | Customer No. |
| *Zähler*/Meter No. | *Stand*/Reading |
| *Wasser*/Water Co | Customer No. |
| *Zähler*/Meter No. | *Stand*/Reading |
| Other Co | Customer No. |
| *Zähler*/Meter No. | *Stand*/Reading |

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

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

ROB VAT Office M-F 0900-1700

DSN 541- 9087 CIV: 0611-143-541-9087

Kleber VAT Office M-F 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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **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
* VAT 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.
3. HOUSING CONTRACT signed by HOUSING For Rentals or FORM with SEAL from Notary for HOMEOWNERS
4. METER READING, Written + Verified by Landlord/Property Manager. Photos are a PLUS
5. IBAN INFO and BIC. This is the International Baking Number from your Local Credit Union or Bank
6. $ 99

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

1. VALID ID CARD / SOFA CARD
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, Written + Verified by Landlord/Property Manager. Photos are a PLUS
5. IBAN INFO and BIC. This is the International Baking Number from your Local Credit Union or Bank
6. $ 99