



FOR THE LANDLORD

UTAP Registrierung: Informationen fuer Vermieter

Das UTAP Programm ermoeeglicht Angehoerigen der Truppe die mehrwert- und verbrauchssteuerfreie Belieferung durch Energieversorger wenn der Einkauf ueber eine dienstlichen Beschaffungsstelle des US Verteidigungsministeriums erfolgt. Die Teilnahme am UTAP Programm is fuer manche Personengruppen verpflichtend um die Nebenkosten fuer Wohnraum moeglichst gering zu halten.

Bitte teilen Sie dem Kunden zur Vertragsunterzeichnung oder spaetestens 14 Tage vor der Wohnungsuebergabe **die Zaehlernummer und Marktllokations-ID (MALO-ID)** fuer Strom und gegebenenfalls Gas mit. Der Kunde wird sich dann entsprechend rechtzeitig im UTAP Programm anmelden und am Einzugstag den Zaehlerstand bzw. die Zaehlerstaende an das UTAP Buero melden.

UTAP Registration: Information for Customers

The UTAP program allows eligible personnel tax-free delivery of tax-free utilities when purchased through the respective DoD procurement agency. Participation in the UTAP program is mandatory for certain individuals to minimize the cost for utilities.

Please provide the meter numbers and the Location-ID (MALO-ID) for electricity and -if applicable- gas to the customer on the day the contract is signed but not later than 14 days before the move-in inspection. The customer will then register with the UTAP program and report the meter reading(s) to the UTAP office on the move-in date.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON –
WIESBADEN DFMWR Tax Relief Office
OPC 467 BOX 51 APO AE 09005-9997
CLAY KASERN BLDG 1052 Rm. 101



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 AUTHORIZE PATRONS WITH PARTICIPATING UTILITY COMPANIES.

WHAT DO YOU SAVE ON UTILITIES?

You can save the 19% MwSt (Value Added Tax) on both electricity in gas as long as the utilities are to be paid by you directly to the utility company.

HOW UTAP WORKS:

During your appointment with the UTAP office we will verify the information in this application packet and take copies of all required paperwork to retain with your application. We will also brief you on the paperwork and procedures of your selected utility company. The UTAP office will then prepare a tax free registration for you and submit it to your chosen utility company so that you will be billed without the MwSt (value added tax). You will continue to receive your utility billing at the tax free rate as long as you remain at the property with tax relief privileges.

WHERE IS UTAP AVAILABLE?

Tax free utilities are only available through providers that have a contract with the tax relief office. The providers we currently have contracts with are **ESWE Versorgungs AG**, **Entega Energie GmbH**, and **Süwag Vertriebs AG** which are the default suppliers for the Wiesbaden, Rhein-Taunus Kreis, Mainz, and Darmstadt areas. Because there is an open market for gas and electricity in Germany you can still receive utilities tax free through one of our contracted companies, however you will need to switch to that company which incurs some additional risk related to registration and defaulting on monthly payments.

Checklist to enroll in the UTAP program:

- **Complete this UTAP application packet.** Sponsor will need to complete this packet. You will also need the following:
 - A bank account that allows direct debit with valid IBAN and BIC numbers.
 - The MaLo (Market Location ID number supplied by the landlord. This can be found on a previous bill.
- **Please bring in or email us your application packet along with the following documents:**
 - A copy of your signed lease, rental agreement, or proof of ownership, and the MaLO (Market Location ID) supplied by the landlord
 - A copy of your Orders, SF-50, NAF-3434, or other documents verifying SOFA/ TESA support & employment status.
 - Pictures of your meter numbers & readings to be provided after the walk through when you get your keys.
- **Please also bring the following to your appointment:**
 - Credit/Debit Card or Cash to pay the \$99.00 enrollment fee
 - Your government ID Card.

Once you provide our office with your lease and application 14 days prior to your move in

Please schedule your appointment on our on-line appointment system on our web page: Wiesbaden.ArmyMWR.com

Appointments to be scheduled once you receive your move in meter reading pictures

For questions or issues please call DSN 548-9107 or CIV 0611-143-548-9107.

For more information please see our website at: , or email us at: usarmy.wiesbaden.utap@army.mil

UTAP Hours of operation
M, W, T, F 0830-1600 Thursdays 1200-1800



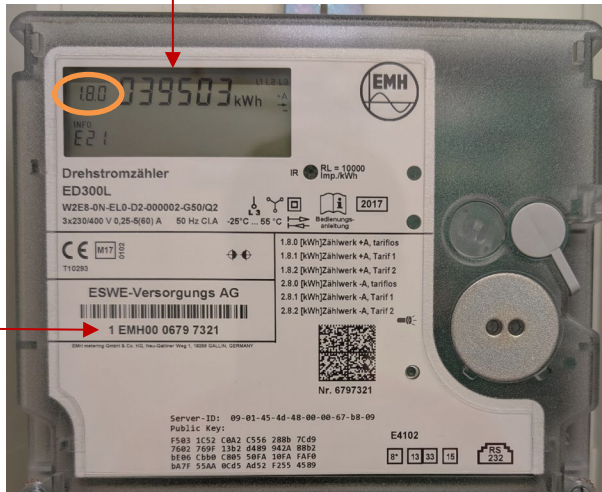
DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON –
WIESBADEN DFMWR Tax Relief Office
UNIT 29623 APO AE 09096-0051
CLAY KASERN BLDG 1052 Rm. 101



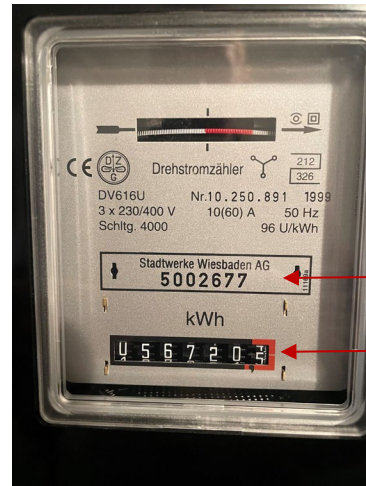
Electric Meter Examples:

Meter Reading

Meter Nr.

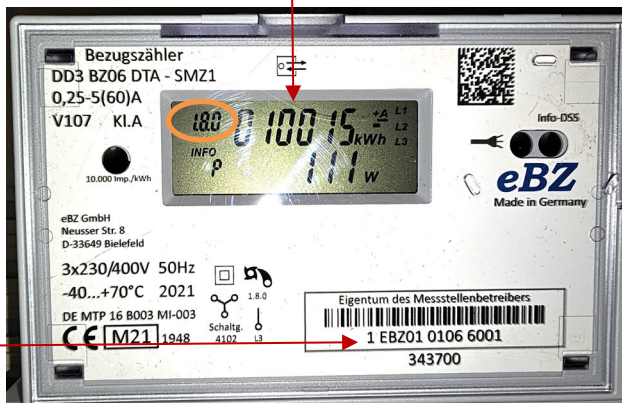


Meter Reading

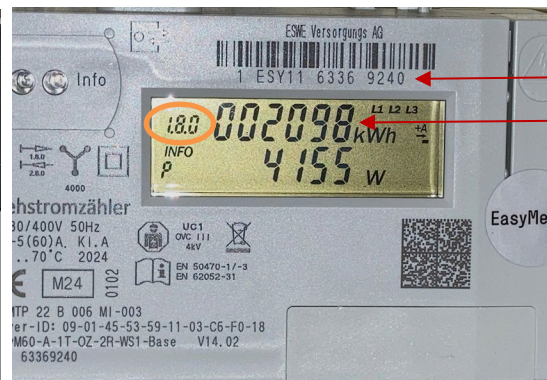


Meter Nr.

Meter Reading
(Decimals in Red Box)



Meter Nr.



Meter Nr.

Meter Reading

Gas Meter Examples:

Meter Nr.

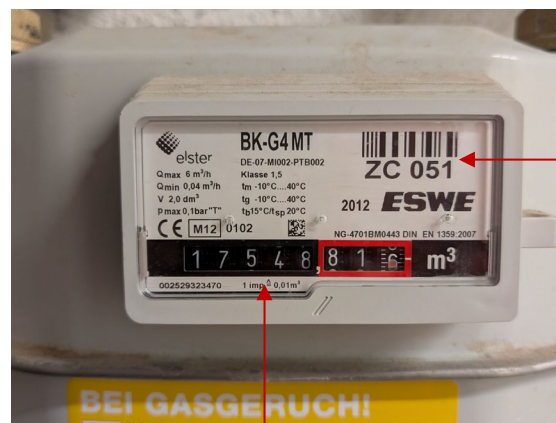
Meter Reading



(Decimals in Red Box)

Meter Nr.

Meter Reading





DEPARTMENT OF THE ARMY UNITED
STATES ARMY GARRISON WIESBADEN
OPC 467 BOX 51
APO AE 09005-9997



AMIM-WBW-WS

Date: _____

MEMORANDUM FOR USAG Wiesbaden Tax Relief Office

Utility Company: _____
(Office Use)

SUBJECT: Request for Utility-Tax Relief

1. Reference AER 215-6 (Individual Tax-Relief Program)

2. I, _____, request that the Community Morale, Welfare, and Recreation Fund (CMWRF) enroll me in the Utility-Tax Avoidance Program (UTAP).

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

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

____c. I understand that the CMWRF 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 scheduled payments to the utility company in accordance with its invoicing policy.

____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 or federal debt collection any amount owed to the utility company or the CMWRF.

____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 I have to provide Meter Readings annually and when asked by the utility company. Bills will be estimated if readings are not received by the utility company.

____g. I understand that it is my responsibility to notify this office (CMWR VAT Office) at least 4 weeks before vacating my privately rented quarters. I will have sufficient funds available for 8 weeks after my departure to cover open utility bills.

____H. Please note that Deutsch Post (German Postal Service) will not normally deliver mail to mailboxes that have no name on them. In order to insure receipt of your mail, it is highly recommended that you put your last name on the mailbox.

____I. I understand that the payment schedule (Abschlag) amount is only an estimation it can be adjusted if the amount appears to be an unreasonably high or low amount it is recommended to change the amounts. This can be done by coordination with the UTAP office. Please note that if the monthly payment is already booked then it will not be changed until the following month.

____J. I understand that the UTAP Regulation (AE215-6 appendix C) only allows "automatic debit bill pay". This means that the company will automatically debit your payment from your bank account that is provided to us at the time of registration. If for any reason the bank refuses to allow the payment to be made, the company will not attempt to pull money from your account again until we tell them to do so. Please check your bank statements on a monthly basis to ensure the bill is being paid.

AMIM-BAW-NAM
SUBJECT: Request for Utility-Tax Relief

3. The following personal data is provided in accordance with paragraph 2.

Sponsor's Name: _____ DOD ID#: _____ DOB: _____
(Last Name & First Name) (DD/MM/YYYY)

Grade/Rank: _____ Service: _____ DEROS: _____

Spouse's Name: _____
(Last Name & First Name)

Unit/Organization: _____ Duty Phone: _____

Mailing Address: CMR: _____ Box: _____ APO AE: _____

Name of Landlord: _____

German Street: _____ House Nr: _____ Appt. Nr: _____ Floor: _____

German City: _____ German Postal Code: _____

Home phone: _____ Cell phone: _____

Work Email: _____ Civ. Email: _____

Supervisor Name: _____ Supervisor Phone: _____

4. Bank information to establish Automatic Bill Payment ([SEPA](#) - Single Euro Payments Area):

Customer Information:

First & Last Name of account holder

Bank Name

Bank Identifier Code (BIC)

IBAN (International Banking Account Number)

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

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.

5. Name of Utility Supplier: _____
(Filled in by UTAP Office)

6. MaLo ID (Market Location ID) This is Mandatory and provided by the landlord

7. Meter readings to be provided after you move in and get your keys

Electric meter	
Meter No.	Reading
Meter No.	Reading
Meter No.	Reading
Gas Meter	
Meter No.	Reading
Meter No.	Reading

Date of Meter reading: _____ Date moved in: _____

Size of Household: Adults: _____ Children: _____

I certify that all data entered in this application is correct to my knowledge and that any incorrect data may delay or result in the failure of my UTAP registration with my selected utility company.

Customer Signature

Date

Signature of TRO representative

Date