



HOME BASED BUSINESS

U.S. Army Garrison Wiesbaden

APPLICATION

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Individuals may not operate a Home Based Business (HBB) in Government-owned or -leased quarters until they have received written approval from the Garrison Commander (GC). The HBB office will provide you with the documents (all contained or linked through this document) that need to be provided and forms that need to be filled out in order to obtain the necessary approval. An individual who wishes to operate an HBB must submit the required documentation to the local Army Community Service (HBB) office at least 30 days before beginning operations.

Failure to properly register your HBB violates U.S. Army in Europe regulations and leaves you susceptible to military administrative or civilian misconduct action, as well as fines and prosecution from German authorities. Additionally, see AER 210-70.

FREQUENTLY ASKED QUESTIONS

What does it mean to register as an HBB?

Registration is a two-step process. First, you must comply with all host-nation rules and regulations regarding business transactions. This includes licensing, taxation, etc. Second, if required, you must register with the garrison per Army regulations.

Do I have to register as an HBB with the garrison?

If you are running your own business in government or government leased property, yes. If the business is yours, you must register.

If you are teleworking for another company or 100% online AND do not see clients in-person, or have products in hand, no.

Do I have to register with the local German economy?

If you are earning any revenue from business or telework in Germany that is not protected under SOFA status, you are required to register with Germany. If you are uncertain, contact a local German accountant to discuss the requirements.

Do I have to pay both US and German income taxes?

Probably. Consult with tax professionals regarding thresholds for taxation and rules regarding foreign income.

Is there someone who can help me through this process?

For the German side of this process, it is recommended that you contact a German tax professional.

For the garrison, ACS is available. In addition, there are community groups for HBBs. Reach out to approved HBB owners as well.

How long does the process take?

The process to register with local German authorities can be several weeks to several months. It depends on multiple factors, including the accuracy of your applications; the type of registrations required for your business; and the local office workload.

The process for the garrison once you make your submissions is typically about 30 days.

What are the consequences of not registering?

Failure to properly register your HBB violates U.S. Army in Europe regulations and leaves you susceptible to military administrative or civilian misconduct action, as well as fines and prosecution from German authorities. Additionally, see AER 210-70.

The HBB Process

Operating a business without meeting host nation requirements and garrison approval can have both host-nation and garrison consequences. If you are uncertain about any aspect of the requirements, please contact ACS for clarification. In addition, if you have host nation tax concerns, consider consulting with a tax consultant who understands German tax liabilities.

STEP	TITLE	NOTES
1	Review the process	Start with the first three main documents, including the HBB checklist. Be sure that you understand the commitment required to complete the process.
2	Get support	Connect with ACS, as they can provide valuable insight when you have questions.
3	Submit applications for German legal requirements	Depending on your business and where you live, these requirements will be different for every applicant. It is up to YOU to understand the German requirements. Included resources are for those living in Wiesbaden. This process can take several weeks.
4	Complete garrison application requirements	While you are waiting for host-nation approvals, work on the garrison portion of the application.
5	Liability insurance	Proof of liability insurance is required to be included with the application.
6	Submit application	Once you have received all needed German approvals, gotten liability insurance and completed all garrison application requirements, submit the application.

HBB Checklist

All of these documents must be submitted for garrison approval to operate a home based business.

MAIN APPLICATION DOCUMENTS

- ☐ [REQUEST LETTER](#): An original signed letter requesting permission to operate an HBB in Government-owned or -leased quarters. The request must include the proposed name of the business, address, telephone number; type of business, services or goods offered for sale, proposed methods of contacting customers, advertising, and how services will be conducted. Only an original ink signature is acceptable.
- ☐ [APPLICATION](#): (Document 1.USAG) Application for Home Based Business USAG Wiesbaden Form.
- ☐ [CATALOG](#): A catalog or list of goods and services offered by the vendor along with a description of the goods and services, accurate photographs of goods offered for sale, and a price list for all goods and services. If you have a business plan with the necessary information, it will be accepted.

SUPPORTING GARRISON DOCUMENTS

- ☐ [SIGN OFFS](#): On-post housing, AAFES and FMWR approval (printed email is sufficient)
- ☐ [INSURANCE](#): Proof of liability insurance
- ☐ [AER 210-7 ACKNOWLEDGEMENT](#): (Document 4.USAG) Acknowledgement Receipt of the Army Regulation 210-7 memorandum.
- ☐ [FORMS AE 210-70A AND AE 210-70F](#): (Documents 2.USAG and 3.USAG) An original typed and signed copy of AE Form 210-70A and AE Form 210-70F (only if living off-base)
- ☐ [ENVIRONMENTAL APPROVAL](#): For all HBB businesses that are hands-on or food service.
- ☐ [PASSPORT AND SOFA COPIES](#): From family members of the U.S. Forces only, a photocopy of a valid passport and a photocopy of the NATO SOFA identification certificate (stamp). Two additional passport-size photos required.
- ☐ [STAIRWELL PETITION](#): (Document 5.USAG) Petition for operation of Home Based Business for neighbor / stairwell (only if live on base)
- ☐ [EMPLOYEE PERMISSION](#): (Document 6.USAG) Soldiers and DOD, DA, and NAFL employees requesting permission to operate an HBB must include a memorandum from their commander or supervisor authorizing outside employment.
- ☐ [BUSINESS PLAN OUTLINE](#): Provides a list of the main topics to include in your business plan.

SUPPORTING GERMAN DOCUMENTS

- ☐ [GERMAN REGISTRATION](#): (Document 1.GER) Documentation to show that the individual is properly registered, if required, in the HN (for example, a copy from the Handelsregister in Germany).
- ☐ [GERMAN TAX ID](#): (Document 2.GER) The individual's HN tax-identification number (for example, a Steuernummer in Germany) and a copy of all other required HN tax documents.
- ☐ [OTHER PERMITS/LICENSES](#): Copies of all other permits or licenses, if any, required by HN law (for example, a Reisegewerbekarte, which is a permit to conduct business without a permanent local office in Germany). If local HN authorities (for example, the Stadtverwaltung or Gewerbeamt in Germany) are required by HN law to issue statements of exemption, a copy of this document must be provided. Any permit, license, or statement of exemption must clearly identify the individual, the goods or services sold, and whether the permit, license, or statement of exemption applies only to sales made to U.S. Forces personnel or their family members.
- ☐ [ID CARD COPIES](#): From HN residents only, a photocopy of the HN ID card (for example, a Reisepass or Personalausweis in Germany), and from noncitizens who reside and solicit in the HN, a photocopy of the national ID and of the residence permit (for example, an Aufenthaltstitel in Germany) if required.

DOCUMENTS & RESOURCES AVAILABLE ONLINE

GERMAN DOCUMENTS	GARRISON DOCUMENTS	REFERENCE MATERIALS
1.GER. German Registration	1.USAG. HBB Application	1.REF. Hessen Regional Council
2.GER. German Tax Office	2.USAG. AER 210-70A (all applicants)	2.REF. HBB Flyer
3.GER. German Chamber of Crafts (for certain types of businesses)	3.USAG. AER 210-70F (off base applicants)	3.REF. HBB Plan temp example (reference)
	4.USAG. Acknowledgement receipt for AER-210-7 and AER 210-70 and Policy Letter #18	4.REF. Housing HBB policy
	5.USAG. Petition for Stairwell (on base applicants)	5.REF. AER210-70 on-post commercial solicitation reg (reference)
	6.USAG. Outside employment permission (for Soldiers, civilians and contractors)	6.REF. AR210-7 Personal commercial solicitation on army installations (reference)
	7.USAG. Wiesbaden Housing Handbook	7.REF. Business plan outline (reference)
	8.USAG.RequestLetter	8.REF. Garrison policy letter #18 Commercial solicitation handout (reference)
	9. Business Plan Outline	9.REF. Liability insurance and other IMCOM guidance memo

CONTACT US



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