

MEMORANDUM THRU Home Based Business Program, USAG Wiesbaden, APO AE 09005

FOR Commander, USAG Wiesbaden

SUBJECT: Request to Operate or Renew a Home-Based Business (HHB)

1. I request authorization to operate a Home-Based Business (HHB) in my quarters.

- a. Type of business:
- b. Name of business:
- c. Telephone number:
- d. Email Address:
- e. Address and location of quarters:

2. Enclosures:

- a. Request to Operate or Renew a Home-Based Business
- b. SOFA and ID Card
- c. Business Plan
- d. Host Nation Business License
- e. Host Nation Tax ID Number and/or Letter of Exemption
- f. AE Form 210-70A
- g. Product/Services Pictures, Brochures, Catalogs, etc.
- h. Orders
- i. AE Form 210-70F (Only if you live off base, if not then remove)

Date:

Signature of HHB Owner:

Printed Name of HHB Owner:

DEROS: