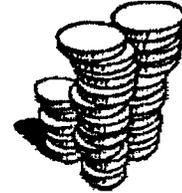


## VAT Form Information



- The cost for each VAT Form (under 2500 Euro) is \$4.00
- You are not permitted to purchase the item in advance and then bring VAT Form at a later date!
- Only ID Cardholders are authorized to purchase and use forms
- Some utility companies accept the form (contact the Tax Relief Office for more information)
- VAT Forms cannot be used to purchase alcohol or groceries
- Telekom does not accept form
- Some commonly used vendors that accept the form:
  - E-Center
  - Walmart
  - Most car dealerships (Ask first)
- If you have a VAT Form that was used for DM, turn it in at the Tax Relief office and get a credit to your account.



\*\*\*\*\*REMEMBER\*\*\*\*\*

Always ask the vendor if they will accept the VAT Form.....

**Do not assume it will be accepted!**

**\*\*IMPORTANT\*\*\*\*\* PLEASE VISIT/CALL THE VAT OFFICE FOR GUIDANCE PRIOR TO MAKING YOUR PURCHASE!!!!**

### More Information on TAX RELIEF

1. Tax relief is voluntary on the vendor's part. ALWAYS make sure the vendor understands your wish to use Tax Relief.
2. Purchase order form AE Form 215-6a (Short Form). (YOU ARE RESPONSIBLE FOR THIS FORM).
  - a. You pay the vendor the net amount (without Tax). This is the amount that should be entered in the "Total Cost" Box.
  - b. Make sure you sign the "Applicant's Signature" Block
  - c. Give one copy to the vendor, keep one copy for your records and return the "Original" (WHITE COPY) to the Tax Relief Office.
3. Abwicklungsschein (LONG FORM)
  - a. This is the German Tax Form the vendor fills out.
  - b. Sign form on back where it says "DESIGNATED AGENT".
  - c. The vendor should keep "ALL" of this form to claim with his government.
4. These forms are only valid for purchases/services over 32.50 EU and under 2499.99 EU (WITHOUT TAX). For purchases over 2500 EU check with Tax Relief personnel for procedures.



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5. NOTE THAT THE PURCHASE ORDER IS VALID FOR 2 YEARS FROM THE DATE OF PURCHASE AND MUST BE RETURNED UPON EXPIRATION, WHETHER IT IS USED OR NOT. SORRY, NO REFUNDS OR EXCHANGES.

6. YOU MAY HAVE A MAXIMUM OF FORMS PENDING AT A TIME (I.E. YOU CAN BUY 10 FORMS IF YOU DO NOT HAVE ANY PENDING.)

**Policy for purchases 2500EU and over**

Ask the vendor for an original bill of sale or cost estimate for your intended purchase. The bill must include both the vendor and the customer's name.

The bill must reflect : Gross amount minus 16% (Tax relief) = Net amount

For the Net amount, certified checks are accepted or cashiers checks ONLY! NO CASH. The check must have the vendor's name and the 417<sup>th</sup> BSB on it.

The processing fee for the priced VAT Form is \$6.00 paid in cash or personal check with proper identification.

**USAREUR Utility Tax Avoidance Program (UTAP)**

**UTAP is open to all military and authorized civilian members of the US Forces who occupy economy housing.**

- UTAP has been established to provide the opportunity to obtain tax relief on individual utility bills.
- Utility bills can only be delivered tax-exempt if the bill is in your name.
- Tax relief MAY be retroactive to the beginning of the current billing year ONLY for your current residence.
- Billing adjustments/credits will be made at the end of the billing year.
- It is recommended that customers establish automatic bill payments through the community bank or a German bank. Be sure that the banking institution you chooses has an 8-digit bank code so as to avoid late payments.
- It is the customer's responsibility to take the receipt to the utility company to insure the company enrolls them into the program.
- It is the customers responsibility to notify the Leighton Tax Relief Office NLT 6 weeks prior to vacating economy quarters.
- A one-time enrollment fee of \$77.00 will be charged to defray administrative costs.

**The above information is courtesy of the Tax Relief Office,  
Leighton Barracks, Bldg. 13 Rm 1**

**OFFICE LOCATIONS**

Larson Barracks, Bldg. 1, 1<sup>st</sup> Floor 355-3249 09321 702 3249  
Leighton Barracks, Bldg. 13, Rm. 1 350-1780 0931 889-1780



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