



**DEPARTMENT OF THE ARMY  
US ARMY RHEINLAND-PFALZ  
BAUMHOLDER MILITARY COMMUNITY  
UNIT 23746 BOX 7949  
APO AE 09034**

IMRP-B-MWN

MEMORANDUM FOR USAG RHEINLAND-PFALZ, BAUMHOLDER, TAX RELIEF OFFICE,  
UNIT 23746 BOX 7949, APO AE 09034-3746

SUBJECT: Request for Utility-Tax Relief

1. I request that the Community Morale, Welfare, and Recreation Fund (CMWRF) *or* USAFE Services Fund enroll me in the Utility-Tax Avoidance Program (UTAP).

a. I agree to pay a fee of \$99 to the CMWRF *or* USAFE Services Fund to cover administrative costs for enrolling in the UTAP.

b. I understand that the CMWRF *or* USAFE Services Fund 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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3. The following personal data is provided in accordance with paragraph 2:

**FOR OFFICIAL USE ONLY**

**PLEASE PRINT ALL INFORMATION CLEARLY**

Sponsor's Name \_\_\_\_\_  
Last, First, MI

DOD ID \_\_\_\_\_ Grade \_\_\_\_\_

Spouse's Name \_\_\_\_\_  
Last, First, MI

DOD ID \_\_\_\_\_ Grade \_\_\_\_\_

**SPONSOR'S INFORMATION**

Branch of Service \_\_\_\_\_ DEROS \_\_\_\_\_

Retired military Y N (circle one)      If yes, branch of Service \_\_\_\_\_

Unit/organization \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duty telephone \_\_\_\_\_ Alternate \_\_\_\_\_

Home telephone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

Home address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street and house number

\_\_\_\_\_  
Postal code and town

\_\_\_\_\_  
Date and signature of applicant



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

<i>Strom</i> /Electric Co	Customer No.
<i>Zähler</i> /Meter No.	<i>Stand</i> /Reading
<i>Gas</i> /Gas Co	Customer No.
<i>Zähler</i> /Meter No.	<i>Stand</i> /Reading
<i>Wasser</i> /Water Co	Customer No.
<i>Zähler</i> /Meter No.	<i>Stand</i> /Reading
Other Co	Customer No.
<i>Zähler</i> /Meter No.	<i>Stand</i> /Reading

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

DSN 485-1780, civilian 06783-6-1780 ;

\_\_\_\_\_  
Signature of TRO representative

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