

Utility Tax Avoidance Program (UTAP) Info Sheet

Baumholder VAT/UTAP Office – CIV: 0611-143-531-2896 – DSN: 531-2896

Electricity (Strom) – 19% Natural (Erd) Gas – 19% Water (Wasser) – 7%
(Heating Oil is not part of UTAP, a regular NF-1 VAT Form may be used for tax relief)

The Benefit of joining the UTAP program also includes waiver of security deposits to the Utility provider.

UTAP REGISTRATION REQUIREMENTS

To be eligible for the UTAP, the following must be presented to the Tax Relief Office (TRO):

- Sponsor Active duty or DOD Civilian ID card.
- Official orders (active duty only) or letter of employment (contractors/civilians)
- Signed housing contract from the housing referral office or copy of lease from your landlord.
- BIC & IBAN. Banking information provided to you by your local Service Credit Union, Community Bank or German Bank.
- A \$99 registration fee. Payable by cash or credit/debit card. Reimbursable through the miscellaneous expense allowance.
- UTAP Registration Application/Contract filled out by the customer. This application/contract form **MUST** be completed.
- Spouse must have Power of Attorney with authority to enter into contracts.
- Cannot be currently indebted to any utility provider.

UTAP SIGN-UP PROCESS

Be sure to have all the required information completed and with you prior to coming to the VAT/UTAP office for your UTAP enrollment.

- Complete the walk through for your rental property with housing.
- Find out who your utility providers are. You may have more than one provider.
- Be sure you double check all meter numbers and meter readings. (take a photo or write it down)
- Ask your landlord if they will be registering you with the utility provider. If the landlord states this is your responsibility, the VAT/UTAP office can help you with this.
- Bring all registration requirements (listed in Registration Requirements) to the VAT/UTAP office.
- VAT/UTAP office will issue you a verification letter (Stadtwerke Kusel customers). You must bring the verification letter and your meter readings to the municipal utility company in person to complete your UTAP enrollment with them.
- VAT/UTAP office will issue you a Statement of Availability letter for customers using LQA.
- Your name must be on your German mailbox. Your mail will not be delivered if your name is not on your box.
- 2-4 weeks after moving into your residence, you will receive a 'Welcome Letter' at your German address from your utility company(s). A copy of welcome letters from all utility companies for which you are enrolling in UTAP, need to be provided to the VAT/UTAP office upon sign-up.
- If you sign up for UTAP you are also required to close out and deregister with UTAP before moving to another address in Germany or PCSing/ETSing.