

RAMSTEIN UTAP

ARE YOU TERMINATING?

Please Have the Following Ready:

- Orders
- Printed Hard Copy of Final Bills
- Receipt of payment of the Final Bill
 - **No Online Payments, Online IBAN Transfers, or Bank Statements**
- Completed UTAP Termination Notice
- POA if dependent will be completing the out-processing

HOW TO GET YOUR FINAL BILL

For all utility companies except Pfalzwerke/Pfalzgas & VG-Enkenbach-Alsenborn:

- Landlord and customer read the meter together
- Both parties will sign a document agreeing to the written final meter reading
- Take the final meter reading to the company and request your final bill
- **Allow 2-5 business days for the final bill to be generated**
- Pay the final bill
- Bring in final bill and receipt of payment to UTAP Office

For VG-Enkenbach-Alsenborn:

- Pick up De-Registration Form from the Ramstein UTAP Office, 86fss.com, or the utility company
- Fill out the De-Registration Form with your landlord/landlord's representative, and both will sign agreeing to the final meter reading.
- Take De-Registration Form to VG-Enkenbach-Alsenborn and request your final bill
- **Allow 2-5 business days for the final bill to be generated**
- Pay the final bill
- Bring in final bill and receipt of payment to UTAP Office

For Pfalzwerke/Pfalzgas:

- Pick up a Customer Change Form from the Ramstein UTAP Office or 86fss.com
- You will fill out the Customer Change Form with your landlord/landlord's representative. Both of you will sign agreeing to the reading.
- Scan and email the Customer Change Form to Pfalzwerke/Pfalzgas customer service (customerservice@pfalzwerke.de) and request your final bill. You will receive your final bill via email **within 5 business days**.
- "Guthaben" means you will be receiving a credit. "Restbetrag" or "noch zu bezahlen" means you owe the company.
- If you owe any money, please pay your final bill at a bank of your choice through an IBAN transfer and receive a receipt of payment. On the IBAN transfer form be sure to reference your "Vertragskontonummer" (your account number). **No online payments please**.
- Provide UTAP with your final bill (Schlussabrechnung) and receipt of payment.

Ramstein UTAP Office
Building 2118, Room 118
CIV: 06371-47-5309, DSN 480-5309
86svs.vatoffice@us.af.mil
MON-FRI 0730-1630

For Ramstein UTAP office use only

UTAP Enrollment date: _____ **UTAP Removal date:** _____

VOP date (if applicable): _____

UTILITY TERMINATION NOTICE

ALL BLANKS ON THIS FORM MUST BE FILLED IN

Customer Name: (Last, First, Middle Initial)	
DOD ID#:	
Last Date in Residence:	
Current Squadron/Unit and DSN:	
Economy Address:	
Stateside Forwarding Address: (Family Member/Friend)	
Personal Email Address:	
New Base Assignment/Gaining Unit/ Retiring/Separating/Moved on Base:	

I have terminated my service with all my utility companies and I have provided the UTAP office with copies of my final bill(s) and proof of payment(s); or I attest that I have not lived off base and have not had any utility services in my name. I have been informed that any remaining balances paid by the UTAP office will be collected from my pay if necessary.

Sponsor's Signature

Date

***** DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552) *****

AUTHORITY: 10 USC Section 3012 and the Supplementary Agreement to the NATO SOFA. Article 67, Paragraph 3a (a)(i): and AE Regulation 215-6/USAFE Instruction 34-102, on individual tax relief procedures in Germany.

PRINCIPAL PURPOSE: For 435th Services Fund Managers to use for obtaining tax relief and to verify eligibility of applicant for tax relief.

ROUTINE USES: To provide information needed to process documents for tax relief purchases, for tax relief on utility bills, to verify the requester is authorized tax relief support.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT OF NOT PROVIDING INFORMATION: Disclosure of information is mandatory. Tax relief cannot be obtained without the requested information.