

AE FORM 215 – VAT FORM INSTRUCTION

VAT FORM



NF-I Form

Please refer to the last page to visualize the actual document and instructions

Each family household is only allowed 10 each VAT forms at any one time.

Each VAT forms carry a limited value of 2500 (euro) VAT exemption per purchase per Vendor per date.

Each VAT form expires in two years from the purchase date.

Each VAT form saves the privileged patrons 7 – 19 % VAT tax only in Germany.

There is a 7-day window upon arrival to Germany to purchase VAT forms for hotels and car rentals.

Page 1 – White copy – return to VAT office – to purchase a replacement form.

- Returning the white copy (page 1) of the VAT form is like borrowing books at the library.
 - Your only allowed 10 books at one time; In order to borrow more books, the borrower will have to return the books.
- **Please bring back the white copies in order to purchase a replacement and/or additional VAT form up to 10 VAT forms per household**

Page 2 – Pink copy – Retain this with original receipt received from the vendor.

- NOTE: If the white copy is lost – the pink copy can be copied and filed as a replacement.
- NOTE: If any information is missing i.e. Vendor Stamp, Purchase Price, and Purchase Date – the original receipt attached to the pink copy will help solve the questionable answers.

Page 3 and remaining pages – Yellow copy and remaining pages (Red and Green stripe)

- The vendor will retrieve these forms during purchase.
- The vendor will submit these pages to the German Finance office.
- These pages will compensate the vendor for the taxes that were not charged to the customers.
- These pages are same as money to the vendor.

Hypothetical Situation (Example)

You want to buy a 6000 (euro) furniture set.

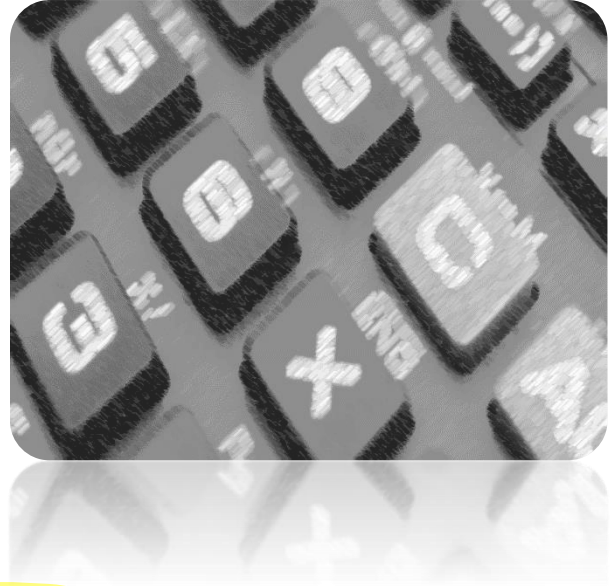
- **DO NOT** – combine several VAT Forms to compensate the value of 6000 (euro)
 - This is called **SPLIT PURCHASING** and is not allowed.
 - You are only allowed up to 2500 (euro) per vendor per date for purchase

AE FORM 215 – VAT FORM INSTRUCTION

- This will get you **BARRED** from the VAT System

INFO – If possible, split the furniture set – buying chairs under 2500 (euro) on one day and tables under 2500 (euro) the next day and so forth.

- **NOTE** – this may be inconvenient and time consuming but worth the price saving with each VAT form costing \$7.
- **If the vendor insists you must purchase the set complete at 6000 (euro) then you will need to purchase the over 2500 (euro) VAT Form also known as high value VAT form.**



Over 2500 (euro) VAT Form requirements

NF-2 Form

This VAT form cannot be purchased automatically like the NF-1 VAT form and is controlled issuing only one VAT form at one time.

The following information is required before issuing a purchase of the NF-2 VAT form:

1. Cost estimate from vendor
 - On top of the form needs to have,
 - **86 FSS (Ramstein VAT Office) and customer name**
 - On the form showing the,
 - **With and Without VAT Tax value aside from the Grand Total.**
 - **NOTE – The without VAT tax value will be added to the NF2 Vat Form.**
 - **NOTE – The current price for NF-2 VAT Form is \$90.**
2. we will need to see the financial options from the customer. There are two financial options to be considered;
 - **If PAYING CASH OR CREDIT** then you will need a certified check from a Service Credit Union or a Bank. The check needs to endorsed to the following:
 - Endorsed to: 86 FSS and 'Name of Vendor or company purchasing from'
 - **NOTE: Please do not forget to put 'and' between 86 FSS and the Vendor or Company. Without the 'and' would cause legality issues and confusions of company ownership. We do not own any company.**

AE FORM 215 – VAT FORM INSTRUCTION

- 86 FSS (Ramstein VAT Office) – 86 FSS does not take any monetary value or possession of the purchased item. We have signers that are acknowledged by the Credit Union and/or Bank whom will verify and confirm you have no problems using the VAT form and/or Check. Once verification is completed the signers will sign the check under the 86 FSS portion. The vendor(s) will still have to sign to receive payment.

- The name of the vendor and/or company purchasing from.

- If **GETTING A LOAN**; please have the following document:
 - Letter of Intent from any financial agency which included the grand total meeting or exceeding the cost estimate amount.
 - **In most case your Letter of Intent will be listing a US dollar amount, please note to have a remark stating the dollar/euro conversion rate which is equivalent to the cost estimate or higher.**

IMPORTANT NF-2 INFORMATION – PLEASE RETURN THE WHITE COPY (PAGE 1) TO THE VAT OFFICE FRONT COUNTER. DO NOT DROP THE FORM IN THE RETURN BOXES.

NOTE – IF THE WHITE COPY OR VAT FORM IS LOST, YOU WILL NOT BE ABLE TO PURCHASE ANOTHER NF-2 VAT FORM. THIS IS THE REGULATION GIVEN TO BE FOLLOWED WITH NO EXEPTIONS.

3. Purchases made through conglomerate retail stores.

- These stores sell merchandises ranging from all essential household items to include but not limited to food, clothing, books, hardwares and more under one roof.

- **EXAMPLES OF SOME CONGLOMERATE STORES**
 - Similar to Walmart:
 - Globus
 - Kaufland

 - Similar to LOWES:
 - OBI
 - TOOM

AE FORM 215 – VAT FORM INSTRUCTION

- These stores consolidate receipts for purchases made during a specified calendar period
 - Receipts will be added for the VAT form presented before the end of the specified calendar period.
 - The VAT taxes paid will be removed from the total value and added to the VAT form presented.
 - The VAT taxes paid will be refunded and reimbursed either in cash or placed back in the card used during the purchases.

- **NOTE: PLEASE ASK THE CUSTOMER SERVICE PER STORE FOR ADDITIONAL INFORMATION TO BE FAMILIARIZED WITH THE STORE RULES USING A VAT FORM. EACH STORE HAS ADDITIONAL RULES THAT MAY NOT BE VOLUNTEERED UNLESS ASKED. WHEN RULES ARE NOT FOLLOWED THE CUSTOMER SERVICE WILL DISALLOW THE USAGE OF THE VAT FORM OR RECEIPTS COLLECTED. PLEASE HELP YOURSELF AND ASK FOR INFORMATION.**

4. The VAT form is not limited to but can be used for the following:

- Vehicle Rentals
- Lodging and TLA
- Hotels during vacations
- Train tickets DB (If allowed by the customer service)

5. The VAT form can be refused by a Vendor.

- If refused, please use your judgement and ask if a military discount is accepted
 - DO NOT WEAR THE SERVICE UNIFORM
 - DO NOT FLASH OR WAIVE THE MILITARY ID CARD TO MAKE A STATEMENT

- If the vendor allows the military discount, the vendor may ask for a proof of military ID.
 - The vendor will remove a rewarding percent from the final price which may be equivalent or close to the VAT tax.

IMPORTANT DO NOT INFORMATION

1. DO NOT use any VAT form outside Germany.
 - The VAT form is only allowed in Germany.

2. When the following event occurs:

AE FORM 215 – VAT FORM INSTRUCTION

- Used outside of Germany
- If the VAT form is spent over the allowed amount listed on the form.
- Other than the privileged account holder uses the VAT form.
- Customer deliberately prints and signed name not listed on the form.

THE FOLLOWING WILL HAPPEN TO YOUR ACCOUNT:

- Your account will automatically be **BARRED** from the VAT system

THE FOLLOWING WILL HAVE TO BE CORRECTED TO BECOME UNBARRED:

- Retrieve the complete VAT forms to include all documents and pages from the Vendor
- Pay all the VAT taxes to the vendor.
- Retrieve a proof of receipt of taxes paid to the vendor.

NOTE: ALL documents will have to brought back to the VAT office which **BARRED** the customer.

Please be aware the longer you take to correct the account; the longer you will be **BARRED** from all VAT office in Germany.

THE VAT SYSTEM IS AN ARMY SYSTEM LINKED THROUGHOUT ALL BASES IN GERMANY HANDLING THE VAT SERVICES.



AE FORM 215 – VAT FORM INSTRUCTION

U.S. FORCES ORDER FORM FOR GERMAN VALUE-ADDED TAX-FREE MERCHANDISE AND SERVICES BESTELLUNG FÜR MEHRWERTSTEUER BEFREITE DEUTSCHE WAREN/DIENSTLEISTUNGEN (AE Reg 215-6/USAFE Inst 34-102)		
1. Procurement agency/tax relief office/civilian telephone no. <i>Amtliche Beschaffungsstelle/Telefonnummer</i>		3. Order no./Bestellnummer: Only valid/Nur gültig: From/Von: Until/Bis: Official stamp/Dienststempel
2. VAT officer's name, title, signature <i>Name, Dienstbezeichnung, Unterschrift</i>		
4. <input type="checkbox"/> The agent named below is designated as an official purchasing agent of the U.S. Forces. This agent is authorized to receive the merchandise or services described below for resale or as a gift to unauthorized personnel. <i>Person ist amtlicher Einkaufsbeauftragter der U.S. Forces und ist zur Entgegennahme der im Folgenden aufgeführten Waren/Dienstleistungen dienen der Unterstützung der Mitglieder der US-Streitkräfte und ihrer Familienangehörigen und dürfen weder zum Wiederverkauf noch als Geschenk für Nicht-Berechtigte noch in Unternehmen irgendwelcher Art verwendet werden.</i> An 'XX' will be placed here for a VAT form covering value up to 2500 euro. Amount of purchase less than €2,500 (without VAT) € Gesamtbetrag unter €2,500 (Ohne MwSt)		
5. <input type="checkbox"/> The applicant named below is authorized to receive the merchandise or services described below on behalf of the U.S. Forces. The merchandise or services described below are for the benefit of authorized members of the U.S. Forces and are not for use in any type of business. <i>Person ist zum Empfang der unten aufgeführten Waren/Dienstleistungen im Namen der US-Streitkräfte und dürfen weder zum Wiederverkauf noch in Unternehmen irgendwelcher Art verwendet werden.</i> Account holder(s) name will be printed here. Sponsor and Dependent name Either the account holder or dependent will sign the document during the time of purchase Either the account holder or dependent will place a the date on the time of purchase Amount of purchase less than €2,500 (without VAT) € Gesamtbetrag über €2,500 (Ohne MwSt)		
6. Designated agent/applicant/Beauftragter/Empfänger	7. Signature/Unterschrift	8. Order date/Auftragsdatum
9. Authorized Family member/Familienangehörige(r)	10. Signature/Unterschrift	11. Order date/Auftragsdatum
To be completed by vendor (Vom Verkäufer auszufüllen)		
12. Description of goods/services <i>Beschreibung der Waren/Dienstleistungen</i>		13. Vendor's stamp, signature, and date <i>Stempel, Unterschrift und Datum</i>

Control VAT number goes here

Purchase Date goes here

Expires 2 years from purchase date

Under 2500 euro purchase value without tax will be entered here.

Either the account holder or dependent will place a the date on the time of purchase

Vendor will place a stamp or print the company name and address of the purchase location

AE FORM 215-6B, AUG 09
Previous versions may be used until stock is exhausted.

Completed - Original (white) copy - Return to VAT relief office.
Completed - 2d (pink) copy - Retain by customer.
Completed - 3d (yellow) copy - Retain by vendor.

Page 1 of 1

Vendor will place a remark explaining the purchase category and/or item.

REMINDER: If forgotten please return only the completed original (white) page 1 copy to the VAT office. This will allow purchase of a new VAT form.

AE FORM 215 – VAT FORM INSTRUCTION



Please schedule for an appointment to be seen:

