

# RAMSTEIN UTAP

## ARE YOU TERMINATING?

Please provide the following for our records:

- Orders
- Printed hard Copy of Final Bills even with a credit (Guthaben)
- Copy of receipt for any payment of the final bill (Schlussrechnung)
  - **No Online Payments, Online IBAN Transfers, or Bank Statements**
- Completed UTAP Termination Notice (second page of this packet)
- Copy of the Customer Change forms
- 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:

- Pick up a Customer Change Form from the Ramstein UTAP Office or 86fss.com
- Landlord and Customer read the meter together and fill out the Customer Change Form. Both will need to sign.
- Take signed Customer Change Form to the company and request your final bill
- **Allow 2-5 business days for the final bill to be generated**
- Pay the final bill at company
- Bring in a copy of the final bill and receipt of payment to UTAP Office

For VG-Enkenbach-Alsenborn:

- Pick up the 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 at the company
- Bring in a copy of the 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 will sign agreeing to the final meter readings.
- Scan and email the Customer Change Form to Pfalzwerke/Pfalzgas customer service ([customerservice@pfalzwerke.de](mailto:customerservice@pfalzwerke.de)) and request your final bill. Following up with a call in 24 hours. You will receive your final bill via email **within 2-5 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**.
- Provide printed copy to UTAP of 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](mailto:86svs.vatoffice@us.af.mil)  
MON-FRI 0800-1600

***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 435<sup>b</sup> 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.

## Utility Companies

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### **PFALZWERKE AG/ PFALZGAS**

POC: 0621-57057-2535  
[customerservice@pfalzwerke.de](mailto:customerservice@pfalzwerke.de)  
MON-FRI 0800 - 1600

### **STADTWERKE KAISERSLAUTERN (SWK)**

#### **FORMERLY KNOWN AS: DIE GASANSTALT, ABITA & TWK**

POC: 0631-800-11200/99  
[customerservice@swk-kl.de](mailto:customerservice@swk-kl.de)  
BISMARCKSTRASSE 14  
67655 KAISERSLAUTERN  
FAX: 0631-800-11280  
MON-FRI 0800-1700

### **EVU-WEILERBACH/WASSERWERKE**

#### **WEIHERGRUPPE**

POC: 06374-922-185  
[kundenservice@vg-weilerbach.de](mailto:kundenservice@vg-weilerbach.de)  
RUMMELSTRASSE 15  
67685 WEILERBACH  
FAX: 0637-492-2149  
MON 0800-1200 & 1330-1800  
TUES & THUR 0800-1200 & 1330-1600  
WED & FRI 0800-1200

### **VG-ENKENBACH-ALSENORN**

POC: 06305-71-163 OR 06305-71-156  
[miriam.schaefer@enkenbach-alsenborn.de](mailto:miriam.schaefer@enkenbach-alsenborn.de)  
[nadine.riegelmann@enkenbach-alsenborn.de](mailto:nadine.riegelmann@enkenbach-alsenborn.de)  
HAUPTSTRASSE 121  
67691 HOCHSPEYER  
FAX: 06305-71-192  
MON, TUES, THURS 0830-1230 & 1400-1800  
WED, FRI 0830-1230

### **STADTWERKE HOMBURG GMBH/EEW**

POC: 06841-694-230  
[kundenservice@stadtwerke-homburg.de](mailto:kundenservice@stadtwerke-homburg.de)  
LESSINGSTRASSE 3  
66424 HOMBURG/SAAR  
FAX: 06841-694-500  
MON-THURS 0800-1530  
FRI 0800-1200

### **ENERGIE SAARLORLUX**

POC: 0681-587-4755  
<http://www.energie-saarlorlux.com/>  
BISMARCKSTRASSE 143  
66121 SAARBRÜCKEN  
MON-TUES 0800-1500  
WED-THUR 0900-1600  
FRI 0900-1200

### **STADTWERKE KUSEL**

POC: 06381-42-070  
[kundenservice.sw@kusel.de](mailto:kundenservice.sw@kusel.de)  
TRIERERSTRASSE 19  
66869 KUSEL  
FAX: 06381-420748  
MON-THURS 0830-1200 & 1400-1630  
FRI 0830-1200

### **VG- KUSEL-ALTENGLAN**

POC: 06381-60-800  
[info@vgka.de](mailto:info@vgka.de)  
MARKTPLATZ 1  
66869 KUSEL  
FAX: 06381-42-0949  
MON-WED 0830-1200 & 1400-1600  
THURS 0830-1200 & 1400-1800  
FRI 0830-1200

### **VG- KUSEL-ALTENGLAN**

POC: 06381-6080-519 or 06381-6080-520  
[info@vgka.de](mailto:info@vgka.de)  
[steffen.decker@vgka.de](mailto:steffen.decker@vgka.de)  
[janine.koehler@vgka.de](mailto:janine.koehler@vgka.de)  
SCHULSTRASS 3-7  
66885 ALTENGLAN  
MON-WED 0830-1200 & 1400-1600  
THURS 0830-1200 & 1400-1800  
FRI 0830-1200

### **STADTWERKE RAMSTEIN**

POC: 06371-59-2312  
[ksk@Stadtwerke-Ramstein.de](mailto:ksk@Stadtwerke-Ramstein.de)  
AM NEUEN MARKT 8  
66877 RAMSTEIN-MIESENBACH  
FAX: 06371-59-2333  
MON, TUES, THURS, FRI 0800-1600  
WED 0800-1200

### **VG-STADTWERKE LANDSTUHL**

POC: 06371-83165/265  
[werke@landstuhl.de](mailto:werke@landstuhl.de)  
BAHNSTRASSE 80  
66849 LANDSTUHL  
FAX: 06371-83101  
MON-WED 0830-1200 & 1400-1600  
THURS 0800-1800  
FRI 0830-1200

### **VG-BRUCHMUEHLBACH-MIESAU**

POC: 0637-292-20504  
[info@bruchmuehlbach-miesau.de](mailto:info@bruchmuehlbach-miesau.de)  
AM RATHAUS 2, ROOM #4  
66892 BRUCHMUEHLBACH  
FAX: 06372-9222503  
MON-WED & FRI 0800-1200  
THURS 0830-1200 & 1400-1800

### **GEMEINDEWERKE KRICKENBACH (GAS AND WATER ONLY)**

POC: 06307461308  
[service-krickenbach@prologa.de](mailto:service-krickenbach@prologa.de)  
[INFO@KRICKENBACH.DE](mailto:INFO@KRICKENBACH.DE)  
LINDENERSTRASSE 2 (RATHAUS)  
67706 KRICKENBACH  
MON-WED 0830-1200 & 1400-1630  
THUR 0830-1200 & 1400 - 1800  
FRI 0830-1200