

RAMSTEIN UTAP

ARE YOU TERMINATING?

Please provide a copy of the following for our records:

- Orders
- Copy of printed 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) 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 2140
CIV: 06371-47-5309, DSN
480-5309 86fss.utap@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^b 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

PFALZWERKE AG/ PFALZGAS

POC: 0621-57057-2535
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
BISMARCKSTRASSE 14
67655 KAISERSLAUTERN
FAX: 0631-800-11280
MON-FRI 0800-1700

EVU-WEILERBACH/WASSERWERKE

WEIHERGRUPPE

POC: 06374-922-185
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
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
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
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
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
steffen.decker@vgka.de
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
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
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
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@prolor.de
INFO@KRICKENBACH.DE
LINDENERSTRASSE 2 (RATHAUS)
67706 KRICKENBACH
MON-WED 0830-1200 & 1400-1630
THUR 0830-1200 & 1400 - 1800
FRI 0830-1200