



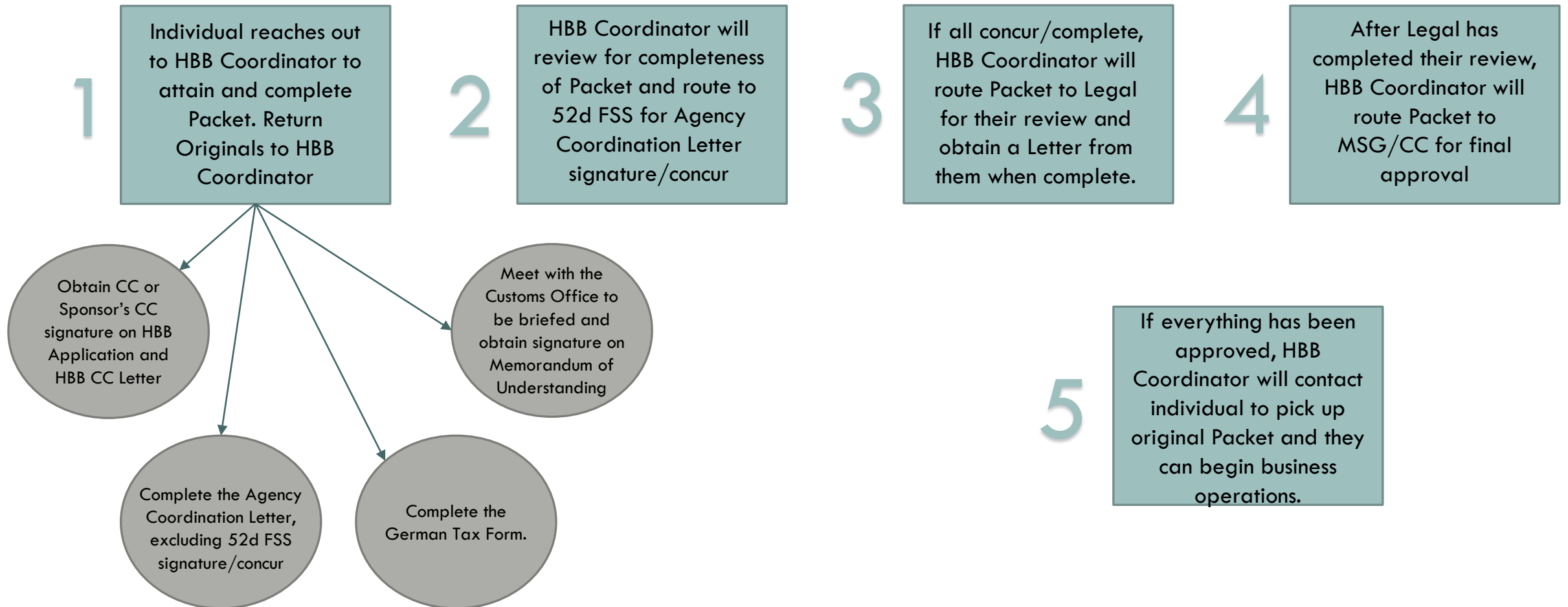
HOME BASED BUSINESS: A BRIEF OVERVIEW

NAF Accounting Office
HBB Coordinator
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HOME BASED BUSINESS PACKET

- ❖ HBB Application – Tab 1
- ❖ HBB Coordination Document – Tab 2
- ❖ Customs Letter (Memo of Understanding) – Tab 3
- ❖ CC's Letter for German License (both English and German need signed) – Tab 4
- ❖ German Tax Application Form
- ❖ Informational attachments: GewA 1 Instructions (filling out the German Tax Form), HBB Area Towns and Associated Government Offices, HBB Bitburg Wittlich Govt Office Locations, Wittlich Tax Locations

RESPONSIBILITIES AND ROUTING FLOW CHART



IMPORTANT NOTES OF CONSIDERATION

- ❖ It is the Individual's responsibility to complete all signatures and required documents, excluding the 52d Force Support Squadron Agency Coordination Letter signature and concurrence.
- ❖ The HBB Coordinator cannot assist individuals to complete any of the documents required, excluding the 52d FSS Agency Coordination Letter signature and concurrence, and it is up to the individual to seek out agency coordination.
- ❖ In completing German taxes, it is the complete responsibility of the individual, and it is recommended they seek a German Accountant if help is needed, as the HBB Coordinator is not trained to provide assistance.
- ❖ The HBB Coordinator acts as a routing agent. Please read and refer to all the information listed in each of the Packet documents and reach out to Legal or Customs for any specific questions related to businesses.

HELPFUL CONTACTS

❖ Spangdahlem Legal Office:

DSN: 452-6796 Comm: 0656561-6796

❖ Spangdahlem Customs Office:

Julius Morales

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