

FORM 4

OFFICE USE ONLY

VOP Date: _____ MEMO: _____ OFFICE TERMINATION DATE: _____

E-ON _____ SWT _____ M2M _____ VAT _____

UTAP TERMINATION

****ALL BLANKS ON THIS FORM MUST BE COMPLETED****

Sponsor Name (Last, First MI): _____

DOD ID#: _____ Personal Phone: _____

Squadron: _____ Office Symbol: _____ DSN: _____

Forwarding Address or New Residence: _____
(Family Member/Friend)

Work Email Address: _____

Personal Email Address: _____

Address of Terminated Service: _____

Date of Final Meter Reading: _____

Final Meter Reading(s):

(If more than 1 meter, list
each meter number and
corresponding reading)

Reason for Termination:

- PCS—New Base Assignment & Gaining Unit: _____
- Retiring
- Separating
- Moved On-Base
- Moved to New Residence Off-Base

The listed individual will no longer be receiving tax relief under the Utility Tax Avoidance Program (UTAP). This individual will be providing the final meter reading to the E-ON/DWE/SWT local customer service office or VAT/UTAP Office for final payment and termination.

Sponsor's Signature

Date

*****DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 5522)*****

AUTHORITY: 10 USC Section 3012 and 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 52 Service 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.

FORM 4

Please check one of the following options and initial next to each statement.

OUT-PROCESSING/PCSing

_____ I understand that I am responsible for any final bills under my name, whether received via mail or email by the UTAP office or Utility Company.

_____ I understand that the UTAP Office will attempt to give me an estimated final bill via my work and personal email after receiving my final meter reading and that I **must pay any amount owed at my bank and bring (or email) a receipt to the UTAP Office before leaving Spangdahlem**. I understand that I will not be cleared/signed off on Virtual Out Processing (vOP) until this proof of payment has been received.

_____ I understand that the actual final bill will take longer to be generated and will be mailed to my PSC Box, therefore a valid forwarding address must be provided to the Post Office. I understand that it is my responsibility to verify that the final bill matches the estimated bill. If there is an additional amount to pay on the final bill, it needs to be paid in full and proof of the payment must be sent to the UTAP Office via e-mail.

_____ I understand that I **must leave my bank account open** until the final payment has cleared the bank or until any and all credits have been received and that if my banking information has changed I must inform the UTAP Office as soon as possible.

MOVING HOMES/MOVING ON-BASE

_____ I understand that I am responsible for any final bills under my name, whether received via mail or email by the UTAP office or Utility Company. I understand that the UTAP Office will attempt to give me an estimated final bill via my work and personal email after receiving my final meter reading.

_____ I understand that any amount owed will be automatically pulled from the bank account I provided to the UTAP Office and that that I **must leave my bank account open** until the final payment has cleared the bank or until any and all credits have been received and that if my banking information has changed I must inform the UTAP Office as soon as possible.

_____ I understand that the actual final bill will take longer to be generated and will be mailed to my PSC Box, and that it is my responsibility to verify that the final bill matches the estimated bill.

Customer Printed Name: _____

Signature: _____ Date: _____

DO NOT INITIAL UNLESS INSTRUCTED TO DO SO BY THE UTAP OFFICE

_____ I understand that I am being signed off/cleared from Spangdahlem by the UTAP Office **WITHOUT** knowledge of my final bill. I understand that I am responsible for payment on my final bill once it is written, and that I will leave my bank account open with sufficient funds for my final payment or refund to clear. I understand that failing to pay my final bill could result in a military payment order being processed, having the money taken from MyPay, and being sent to Collections with a \$25.00 administrative/collections fee.

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