
UTAP Checklist A: For MOVE-INS

Welcome to Bavaria, Germany!

Now that you have found a new place to call home, please review the requirements below to sign up for utilities with UTAP. You must register with the UTAP program at least 24 hours after your move-in date to ensure timely processing and avoid delays in utility tax relief benefits.

The following are REQUIRED to enroll for the UTAP program:

- ☐ A bank account that allows direct debit with a valid IBAN & SWIFT number
- ☐ Signed and completed Request for Utility-Tax Relief Form (see link below)
- ☐ MarkLokation-ID (MaLo)/Residence Locator Number (only required with ENBW)
- ☐ Meter serial numbers and pictures, taken on the day you sign your lease agreement
- ☐ Signed copy of your lease/rental agreement or proof of ownership
- ☐ Copy of your orders
- ☐ Valid Common Access Card (CAC), or passport and SOFA card for eligible contractors
- ☐ UTAP Application Fee \$99 – Cash, Credit Card (Visa/ Mastercard/ Amex/Discover/Military Star card)

There are two ways you can enroll for UTAP:

1. Via Email to usarmy.bavaria.id-europe.list.utap@army.mil
2. Online Submission at <https://forms.osi.apps.mil/r/tGhRr4Wn1A>

**There are several utility providers available to choose from, depending on your region/district. Please see the second page for additional details on the utility providers or visit our website at the bottom of this page.*

You will receive a welcome packet from the utility provider within a few days of signing up to confirm your enrollment. If you need additional assistance with understanding the welcome packet, or if you have not received a welcome packet 30 days after enrolling for UTAP, please contact the Tower Barracks Tax Relief Office (TRO) at BLDG 539 for further assistance.

For any UTAP-related concerns, you can contact the Tax Relief Office at:

Phone: DSN 526-9075 or CIV 09641-70-526-9075

Email: usarmy.bavaria.id-europe.list.utap@army.mil

For additional resources, forms, and information regarding the UTAP program, you can visit our website at:

<https://grafenwoehr.armymwr.com/programs/utilities-tax-avoidance-program-utap>

Utility Tax Avoidance Program Update

Registration for UTAP will be effective within 24 hours of the date of registration.

You may choose amongst below listed providers which vary by rate and customer service. Before signing up, we recommend reviewing the rates and available customer service support.

For more information, please visit our website at

<https://grafenwoehr.armymwr.com/programs/utilities-tax-avoidance-program-utap>

or call +49 (0)9641-70-526-9075 or visit your USAG Bavaria VAT/UTAP office.

Available utility providers:

1. E.ON (Electricity and Gas)
2. EnBW (Electricity and Gas)
3. ENTEGA (Electricity and Gas)
4. Stadtwerke Weiden (Electricity and Gas)
5. Stadtwerke Hema (Electricity)
6. Energie Suedbayern (Electricity and Gas)