

FAQ

I don't have a ration card. How do I get a ration card issued?

Ration cards are issued by your squadron's CSS (Command Support Staff).

Can I request more than one VAT Exemption request on the same day?

Yes, but there will be a processing fee charged for each check issued.

Is there a limit on the amount the invoice can be?

No, provided you have the funds to pay for the transaction.

Is the VAT program a reimbursement?

No, you must pay us the invoice amount excluding VAT and will issue the check that you will bring to the vendor. Do not pay the vendor directly.

Appointments are booked up and I am in need of assistance.

Please call our office to check for cancellations or any availability that we made assist you in the time restraint.

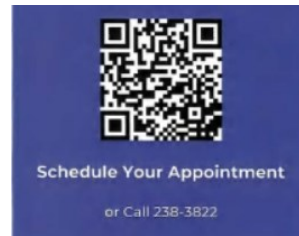
How do I not pay the 3% transaction fee?

Bring Cash (\$ or £).

RAF Mildenhall Value Added Tax (VAT) Exemption Program

Schedule Your Appointment Online

www.calendly.com/100fss-rm



RAF Mildenhall VAT Exemption Program

FSS Fund or 100 FSS Fund

Bldg. 450

RAF Mildenhall
Bury St. Edmunds
Suffolk IP28 8NF

or

100 FSS/FSR
UNIT 4702
APO AE 09459

DSN: 314-238-3822

Commercial: 01638-543822

Email: 100fss.fsra@us.af.mil



RAF Mildenhall Value Added Tax (VAT) Exemption Program

APPOINTMENT ONLY

www.calendly.com/100fss-rm

Monday-Friday

0800-1200

**Closed US & UK Holidays,
Goal & Family Days**

DSN: 314-238-3822

Commercial: 01638-543822

Email: 100fss.fsra@us.af.mil

Program Eligibility Requirements:

- Valid DoD ID Card
- Valid Ration Card
- Invoice addressed to 100 FSS or FSS Fund
- Processing Fee (based on rank/grade)
- Payment method (Credit Card, Debit Card, cash (\$ or £) or cashier's check (payable to 100 FSS)).

**Building 450
(across from the Galaxy Club)**



What is the VAT Exemption Program ?

Information

Value Added Tax (VAT) is levied on the sale of goods or services by UK businesses . The VAT Exemption Program is open to all eligible personnel authorized a valid DoD ID card and valid ration card. The program enables personnel to purchase goods or services without paying VAT.

Purchases must only be made after vendor agrees to participate in the program and issues an invoice addressed to FSS Fund or 100 FSS Fund. Vendors may choose not to participate in the program.

The following are some examples:

- ◆ Vehicle Rental
- ◆ Vehicle Repairs
- ◆ Furniture
- ◆ Veterinary Treatment
- ◆ Tuition Fees
- ◆ Solicitor's Fees
- ◆ Window Replacement

There are some exceptions for goods or services that you are **unable** to use the VAT Exemption Program. For example:

- ◆ Purchasing a vehicle
- ◆ Purchasing a house
- ◆ Utility Bills (Electric, Phone etc.)
- ◆ Renovations or refurbishments

All invoices are subject to approval

If you have any questions regarding the eligibility of goods or services authorized for the VAT Exemption Program please call DSN: 314-238-3822 or Commercial: 01638-543822.

VAT Exemption Program Process Step 1

- ◆ Goods or services cost must be £100.00 or more including VAT.
- ◆ Find out if the Vendor is willing to participate in the VAT program and accepts payment via check. A letter explaining the program to the Vendor is available from the VAT Exemption Office. **Do not pay** the vendor **prior** to receiving the check.
- ◆ Obtain an invoice addressed to 100 FSS or FSS Fund. The invoice must contain the following information:
 - Name of the Vendor (business or individual)
 - Vendor Address
 - Vendor Phone Number
 - Detailed listing of each item & price per item and/or service
 - Total Cost of Purchase (excluding VAT)
 - Date of Invoice (should be within 30 days)
- ◆ Go to your VAT Exemption Office with your **invoice, payment method** of Credit Card, Debit Card, cash (\$ or £) or cashier's check (payable to 100 FSS), **Valid DoD ID** and **Valid Ration Card**.

Personal checks not be accepted.

Processing Fees for each VAT Transaction:

<u>Rank/Grade</u>	<u>Cost</u>
E1-E6/ GS1-GS6	\$ 8.00**
E7 & above/ O-1 & above/ GS7 & above	\$12.00 **

In addition to the fee above customers paying with credit/debit will incur a 3% fee.

The processing fee can be charged or paid in dollar cash or pound cash equivalent

Post Office Box Pick up Step 2

The VAT Exemption Office will provide the VAT Check and VAT Certificate (with return Envelope)

Post Office Box Pick Up

1500 Hrs Same Day

Pick Up VAT Exemption Office

1400 - 1630 hrs Same Day

Checks can be picked up from the VAT Exemption Office between 1400-1600 same day. Please notify cashier when making payment if you are going to pick up.

Completing the Process Step 3

Once received, please take the check and VAT Exemption Certificate to the Vendor to purchase goods or services.

Please have the Vendor sign and date the VAT Exemption form. The vendor will keep a copy for their records and provide you with the other signed copy to return back to the VAT Exemption Office within 10 business days in person or can be emailed to 100fss.fsra@us.af.mil.

Failure to return the signed copy of the VAT Exemption Certificate will result in your exclusion from future participation in the VAT Exemption Program.

DSN: 314-238-3822

Commercial: 01638-543822

Email: 100fss.fsra@us.af.mil