

Value Added Tax (VAT)

Relief Program

RAF Croughton

NAF Accounting Office

422 ABS/FSR
Unit 4647
Building 202, Room 14

DSN: 236-8860
Commercial: 01280 708 860
Email: 422abs.svf@us.af.mil
Website: <https://rafcroughtonfss.com/vat-relief/>

VAT Processing Hours:
Monday - Friday 9am - 2pm

Do not make a
purchase before
securing a VAT
Relief Certificate



VAT Relief Procedure

****Do not make purchases before securing a VAT Relief Certificate. The RAF Croughton VAT Relief Office **will not reimburse VAT.******
Please note that VAT relief for car purchases is handled by Security Forces.

Step 1 - Determine if you are eligible. To be eligible, you must have a current U.S. Forces Europe Ration Card (obtainable from your CSS Office) and a current Government ID Card with overseas entitlements. Once you have these items, complete an application at the RAF Croughton VAT Relief Office to establish your file. Remember to bring your ID Card and Ration Card each time you visit.

Step 2 - Identify the item(s) or service(s) you wish to purchase (items must be alike). The selling price for an item or set of items must be £100 or more (excluding VAT).

Step 3 - Obtain a vendor who is willing to participate in the VAT Relief program. Refer to the "Information for Vendors" pamphlet to inform the vendor.

Step 4 - Obtain a quote or proforma invoice from the vendor that includes the following information (see example on the next page).

•Made out to:
Your Name and ****422 ABS/FSR****

- Vendor's Name (business or individual) to make check payable
- Vendor's Address (specific to vendor bank details)
- Vendor's Telephone Number
- Listing of each item(s)/service(s)

- Total cost of purchase excluding VAT (or VAT listed as £0.00)

****Typed or handwritten on invoice prior to submission****

Step 5 - Bring the following items to the VAT Relief Office:

- ID Card and Ration Card
- Invoice or Quote
- Payment for full quote (with **NO VAT** charge showing). Pound Sterling Cash or Debit/Credit card is preferred.
- \$15 payment for processing fee for each VAT Relief Check
- 2.5% fee will be added if paid by credit card

Step 6 - The VAT Relief Office will prepare a VAT Certificate and a U.S. Government Pound Sterling Check. The check will be made payable to the vendor for the amount of the purchase, excluding VAT.

Step 7 - Take the VAT Certificate and the check to the vendor and complete the purchase. Have the vendor complete and sign the required information on the VAT Certificate. The vendor keeps the original VAT Certificate and returns the yellow copy to you.

Step 8 - Return the yellow copy of the official VAT Certificate back to the VAT Relief Office within 30 days of purchase.

****Failure to return the yellow copy may result in your exclusion from future program participation.****

Random Auto Centre

123 High Street
 Mildenhall
 Suffolk
 AB12 3CD

01234 567890

***** Invoice *****

Invoice No: 012345
 Invoice Date: 05/01/2022
 Order No:
 Customer: SMJ002

Customer Information

Jayden Smith

422 ABS/FSR

House Name, Main Road
 Gawcott, Buckinghamshire
 MK12 3JF

	Quantity	Rate	Net
Labour			
Light Conversion from US to UK Specs	1.00	£390.00	£390.00
MOT	1.00	£ 50.00	£ 50.00
Parts			
2 x LED Lights	2.00	£ 25.00	£ 50.00

Vehicle: FESCAPE22
 Make: Ford Escape
 VIN: 1234567890123456

Invoice Totals

<u>Description</u>	<u>Amount</u>
Subtotal	£490.00
VAT	£0.00
<u>Total Invoice Value</u>	<u>£490.00</u>



Important Reminders

- Dependents may use VAT relief without their sponsor being present
- VAT forms are controlled documents. Please keep track of your forms. The VAT Relief Office is not responsible for lost forms or checks.
- Ensure the yellow copy of the VAT Certificate is returned to the VAT Relief Office within 30 days of purchase
- You must not buy for, give to, or sell purchases to unauthorized parties (e.g., non-ID card holders, coworkers, landlords, relatives)
- The program is not to be used for personal or home-based businesses
- A VAT Relief Certificate must be obtained before the purchase of goods or services
- All quotes and invoices are subject to approval by the VAT Relief Office
- For questions, please contact the VAT Relief Office

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Remember:

Items purchased under this program may not be given, sold, exchanged, or transferred to anyone ineligible for the program. All items purchased must be taken with you when leaving the country.

Suggestions:

We encourage you to email us the quote or invoice for pre-approval and review before your visit. This ensures the invoice contains all necessary information and that the services are covered.

Please refer to the digital resources available on our website, which can be helpful for both you and vendors.

