Value Added Tax (VAT) Relief Program

RAF Croughton
NAF Accounting Office

Do not make a purchase before securing a VAT Relief Certificate

422 FSS/FSR Unit 4647
Building 202 Room 14

DSN: 236-8860
Commercial: 01280708860
Email: 422abs.svf@us.af.mil

VAT Processing Hours:
Monday - Friday: 1100 - 1300 By Appointment Only

422 FSS
FORCE SUPPORT SQUADRON

VAT Relief Procedure

Do not make purchases before securing a VAT Relief Certificate. The RAF Croughton VAT Relief Office will not reimburse VAT.

Step 1 - Determine if you are eligible. All individuals with a current U.S. Forces Europe Rations Card (from CSS office) and a current Government ID Card with overseas entitlements are eligible. Complete an application to establish your file at RAF Croughton VAT Relief Office. Bring your identification and ration card each time.

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

Step 3 - Ensure the vendor is willing to participate in the program. See the information for Vendors pamphlet to inform the vendor.

Step 4 - Obtain a quote of proforma invoice from the vendor that includes the following information. See example on the next page.

- Made out to: Your Name and also to **422 FSS/FSR**
- Vendors Name (business or individual) to make check payable
- Vendor's Address (specific to vendor bank details)
- Vendor's Telephone Nunber
- Listing of each item/service
- Total cost of purchase **excluding VAT** (or VAT listed as £0.00)

Typed or handwritten on invoice prior to submission

Step 5 - Send the following items to the ORG BOX (422ABS.SVF@US.AF.MIL):

- ID Card and Ration Card
- Invoice or Quote

Step 6 -For full quote (with NO VAT charge showing).

- $15 payment for processing fee for each VAT Relief Check
- 3% fee will be added if paid by credit card

Step 7 - The VAT relief office will prepare a VAT Certificate and a U.S. Government Pound Sterling Check made payable to the vendor for amount of the purchase - excluding VAT.

Step 8 - Take the VAT Certificate and the check to the vendor and complete the purchase. Have the vendor complete the required information on the VAT certificate. The vendor keeps the original Certificate and returns the yellow copy to you.

Step 9 - Return the yellow copy of the official VAT Certificate back to the VAT Relief Office within 30 days of purchase.

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

EXAMPLE

Random Auto Centre
123 High Street
Mildenhall
Suffolk
AB12 3CD
01234 567890

INVOICE

INVOICE NO. 012345
INVOICE DATE 05/01/2022
ORDER NO.
CUSTOMER: SMB001

CUSTOMER INFORMATION
JOHN SMITH
422 FSS / FSR
HOUSE NAME, MAIN ROAD
GAWCOTT, BUCKINGHAMSHIRE
MK12 3JF

	Quantify	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

Description	Amount
Subtotal	£490.00
VAT	£0.00
Total Invoice Value	**£490.00**

Important Reminders

- Dependents can use VAT without their sonsor being present
- VAT forms are controlled documents so please keep track of your forms; the VAT Office is not responsible for lost forms and checks.
- Ensure yellow copy of VAT Certificate is returned to VAT Office within 30 days of purchase
- You must not buy for, or give to, or sell purchases to unauthorized parties (i.e. Non-ID card holders, co-workers, landlords, relatives, eetc.)
- Program is not to be used for personal or home-based business
- VAT Relief Certificate must be obtained before the purchase of goods or services
- All quotes/invoices are subject to approval of VAT Relief Office
- For questions, please contact the VAT Relief Office

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Email: 422abs.svf@us.af.mil

Website: https://rafcroughtonfss.com/naf-accounting/

Remember - no item purchased under this program may be given, sold, or otherwise exchanged or transferred to any person not eligible for the program, and all items purchased under the program must be taken with you when leaving the country.

Suggestions

Email us the invoice prior to coming in for pre-approval and review to ensure to invoice has the information required.

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