



HOME BASED BUSINESS



U.S. ARMY GARRISON STUTTGART
FAMILY AND MWR



Home-Based Business Permit Application for USAG Stuttgart

Data required by the Privacy Act of 1974. Authority: Title 5 USC 552a, Title 10, USC 3013. Purposes: The requested information will be used by the Garrison Commander or their Designee to determine whether or not to grant this request.

To be Filled Out by the Applicant:

Date of Application:

Full Name:

Name of the Business:

Address of the Proposed Business:

Phone Number:

Email:

Type of Business:

Business Category:

Is the HBB spouse owned and operated? Yes No

Brief Description of the Business:

Were you already an approved HBB?

If so, where:

The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met and certifies that they have read and will abide by the rules set forth below:

- The HBB owner must obtain the requisite permissions, licenses and liability insurance prior to opening and operating.
- The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- HBB owners providing child care must get approved by the Child and Youth Services Director before operating.
- The HBB owner is required to comply with all applicable laws from the US and all applicable regulations as well as all applicable laws and regulations set forth by the host nation, including local ordinances.
- HBBs involved in food preparation must be prepared to be inspected and the applicant must provide documentation that they completed the Food Handler's safety training.
- HBB applicants must acknowledge that they have read and understand AER 210-70, Section V.
- The HBB applicant understands that the approval process may take up to 60 days AFTER the final documentation is provided to the Family and MWR HBB Coordinator.

HBB Applicant Signature:

Date:

Checklist for documents to be provided by the HBB Applicant:

1. If HBB will be located in government provided housing, a letter requesting permission to operate signed by both the applicant and the USAG Stuttgart Housing Manager (see AER 210-70, paragraph 19a for details to include in the letter.)
 - Please send your portion of the signed letter to the HBB Coordinator Jamie Klepper:
jamie.n.klepper.naf@mail.mil; 09641-70-596-2622
2. A signed copy of AE Form 210-70A and the completed AE Form 210-70F.

3. Two current passport size photographs of the individual who will operate the HBB.
4. The individuals host nation tax identification number (Steuernummer) and a copy of all other required tax documents.
5. A copy of any retail or installment contracts that will be used. All contracts used on an installation must be in English and must contain a cancellation clause. See ARE 210-70, paragraph 19f for details.
6. A catalog or list of goods and services offered by the vendor along with a description of the goods and services and price list.
7. If applicant is a spouse/family member of the US Forces, a photocopy of a valid a passport and a photocopy of the NATO SOFA identification certificate.
8. Copies of all other permits or licenses. See AER 210-70 paragraph 19j.
9. Soldiers and DA Civilian employees requesting to operate an HBB must include a memorandum from their commander or supervisor authorizing outside employment.

To be completed by the review and approval authorities:

The HBB Coordinator has reviewed the list of documents necessary (based on the above) and has determined that the application is complete.

HBB Coordinator:

Date:

The Stuttgart Legal Center has reviewed the packet and has provided a legal review to be completed in the packet for approval by the Garrison Commander.

Stuttgart Legal Office:

Date:

The Family and MWR Director has reviewed the complete packet and is forwarding it to the Garrison Commander for final review and approval.

Family and MWR Director:

Date:

As the USAG Stuttgart Garrison Commander, I have reviewed this HBB packet and have decided to:

Approve

Disapprove

JASON W. CONDREY
COL, IN
Commanding

Permission is granted for:

to operate within USAG Stuttgart.

Period of approval:

Permission may be revoked at any time.

SAMPLE MEMORANDUM for USAG Stuttgart Housing Office:

I, _____, am requesting permission to operate a Home-Based Business (HBB) in government owed quarters. Per AER 210-70, dated 21 January 2016, I am providing you with the following information:

Name of the business:

Address of the proposed business:

Phone number:

Type of business:

Services or good proposed for sale:

Proposed method for contacting customers and advertising

How services will be conducted:

Name of HBB applicant:

Signature:

Reviewed by Housing Manager:

Name:

Signature:

Date:

**CERTIFICATE OF UNDERSTANDING
FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES
(AE Reg 210-70)**

1. I have read and understand AR 210-7 and AE Regulation 210-70. I understand that a violation of these regulations could result in the withdrawal of my commercial activity privileges. Furthermore, I understand the following limitations on my commercial activities and certify that I will comply with these limitations:

- a. I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.
- b. I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities.
- c. I will not use my duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.
- d. I will not use any portion of Government-owned or -leased quarters as a factory or workshop for the production of goods for commercial resale. Furthermore, I will not use Government-owned or -leased quarters as business premises, showroom, store, or storage area for goods intended for commercial resale.
- e. I will not take legal title to merchandise for commercial resale to comply with this regulation while, in fact, allowing any unauthorized company or person (including active duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R) to operate a commercial enterprise under the guise of my commercial activity privileges.
- f. I will not employ or use the services of active duty U.S. military personnel or DOD civilians contrary to the provisions of DOD 5500.7-R as agents, brokers, or salespersons in the operation of a commercial activity.
- g. I will not lend, reproduce, or alter my letter of authorization.
- h. I will not use any type of official identification document, other than my letter of authorization, AE Form 210-70F, or AE Form 210-70G to gain access to Army installations for the purpose of commercial activities.
- i. I will comply with the provisions of AE Regulation 210-70 and in particular the following:
 - (1) I will not solicit door-to-door on Army installations, including Government-owned or -leased housing, except at the personal invitation of an individual residing in the area.
 - (2) I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.

2. Additionally, I am aware that--

- a. I am required by local law to register my business activity with host-nation authorities and apply for any necessary permits or licenses.
- b. The requirement to register my business with host-nation authorities and pay taxes to host-nation tax authorities does not negate the requirement to report any income I derive from that same business to the U.S. Internal Revenue Service.
- c. At the end of the calendar year or 8 weeks before leaving the host nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due.
- d. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction.
- e. Issuance of my letter of authorization, AE Form 210-70F, or AE Form 210-70G does not entitle me to any type of logistic support from the United States Government aside from my entitlement to logistic support as a Family member.
- f. If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AE Form 210-70F, or AE Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice.
- g. Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their jurisdiction.
- h. I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation commanders.
- i. Violations or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe areas of responsibility.

3. I further understand that a violation of the provisions of this certificate of understanding may result in the withdrawal of my commercial activity privileges.

4. I also understand that my commercial activities are subject to the customs, business registrations, and tax laws of the host nation where I seek to do business. In this regard, it is understood that my commercial activities may require the advice of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law.

5. I understand my contracts are governed by the requirements of the host-nation law. I will inform the personnel whom I contract that host-nation law applies.

Printed name	Date (YYYYMMDD)	Signature

Information Sheet for German Finance and Licensing Offices

Finanzamt Boeblingen (for HBBs that operate in the Panzer Kaserne area)

Talstr. 46, 71034 Böblingen

Tel: 07031-13-3450 POC: Herr Schimdtblaicher

Fax: 07031-13-3200

Email: poststelle@fa-boeblingen.bwl.de

Internet: www.fa-boeblingen.de

Operating Hours – Service Center

Monday-Tuesday 0800-1530

Wednesday 0800-1230

Thursday 0800-1730

Friday 0800-1230

Stadtverwaltung Böblingen (Civic Administration)

Marktplatz 15-16, 71032 Böblingen

Abteilung: Bürger- und Ordnungsamt, (Public Regulatory Agency), Rathaus (City Hall), (Neubau – Ebene 5)

Tel: 07031 / 699-1443 (699-0)

POC: Frau Geiger

Fax: 07031 / 669-1529

Operating Hours:

Monday: 0800-1600

Tuesday: 0800-1800

Wednesday: 0800-1200

Thursday: 0800-1800

Friday: 0800-1200

Finanzamt Stuttgart-Koerperschaften (for all HBBs operating in the Kelley Barracks, Patch Barracks, Robinson Barracks or Stuttgart Army Airfield vicinity)

Paulinenstrasse 44, 70178 Stuttgart

Tel: 0711-6673 – 0 (Switchboard)
0711-6673-6638 (Direct Line) POC: Herr Markus Heimsch

Fax: 0711-6673-6525

Email: poststelle@fa-Stuttgart-Koerperschaften.bwl.de

Internet: www.fa-stuttgart-koerperschaften.de

Operating Hours: Service Center
Monday-Friday 0800-1200
Monday-Thursday 1300-1530

Handwerkskammer Region Stuttgart

Heilbronstrasse 43, 70178 Stuttgart

Tel: 0711-1657-0

Fax: 0711-1657-222

Email: info@hwk-stuttgart.de

Operating Hours:
Monday – Thursday 0800-1700
Friday 0800-1600

Finanzamt Tübingen

Steinlachallee 6-8, 72072 Tübingen

Tel: 07071-757-4658

Fax: 07071-757-4500

E-mail: poststelle@fa-tuebingen.bwl.de

Hours of Operation
Monday – Thursday 0730-1530
Wednesday 0730-1730
Friday 0730-1300