



HOME BASED BUSINESS



U.S. ARMY GARRISON STUTTGART
FAMILY AND MWR



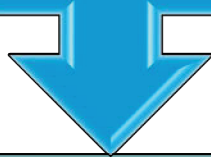
U.S. ARMY



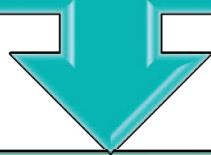
<https://stuttgart.armymwr.com/programs/home-based-business-1>

USAG Stuttgart Home Based Business (HBB)

Contact the HBB Coordinator or attend a virtual HBB Brief or in-person HBB Forum to receive the HBB Application Packet.



**Obtain a Host Nation German Tax ID (Steuernummer) -
Consider hiring a tax advisor/expert**



**Register at your local Rathaus to obtain a business registration
(Gewerbe-Anmeldung)**



**Gather all necessary documents (depending on your business) to
include General Liability Insurance and an off-post Host Nation bank
account**



**Verify you have ALL required documents and submit completed
application digitally to the ACS HBB point of contact for processing**

HBB FREQUENTLY ASKED QUESTIONS

What does it mean to register as an HBB?

Registration is a two-step process. First, you must comply with all host-nation rules and regulations regarding business transactions. This includes licensing, taxation, etc. Second, you must register with the garrison per Army regulations.

Do I have to register as an HBB with the garrison?

Yes, if you are a SOFA certificate holder, you must register your home-based business with the garrison whether you live on or off post. If you are teleworking for another company or 100% online AND do not see clients in-person, or have products in hand, no.

Do I have to register with the local German economy?

If you are earning any revenue from business or telework in Germany that is not protected under SOFA status, you are required to register with Germany. If you are uncertain, contact a local German accountant to discuss the requirements.

Do I have to pay both US and German income taxes?

Potentially. Consult with tax professionals regarding thresholds for taxation and rules regarding foreign income.

Is there someone who can help me through this process?

For the German side of this process, it is recommended that you contact a German tax professional. For the garrison, ACS is available to provide information on the processing requirements. In addition, you can review AER 210-70, community groups for HBBs, or reach out to approved HBB owners as well.

How long does the process take?

The process to register with local German authorities can be several weeks to several months. It depends on multiple factors, including the accuracy of your applications; the type of registrations required for your business; and the local office workload. The process for the garrison once you submit your completed package is less than 60 days.

What are the consequences of not registering?

Failure to properly register your HBB violates U.S. Army in Europe regulations and leaves you susceptible to military administrative or civilian misconduct action, as well as fines and prosecution from German authorities as it may be considered tax evasion. You could jeopardize your SOFA status. See AER 210-70.

HBB Checklist

	Document	On-post Resident	Off-Post Resident
1	Application for United States Forces, Europe, On-Post Home Based Business Activity Authorization: AEA Form 210-H		
2	Certificate of Understanding U.S. Forces Family Members to Engage in Commercial Activities: AEA Form 210-70A		
3	Statement of Understanding for Solicitation/Gewerbevereinbarung: AEA Form 210-70B		
4	Statement of Understanding for Life Insurance/Mutual Fund Securities: AEA Form 210-70D		
5	Army in Europe and Africa Form 210-70F (off-post residents only)		
6	Memorandum for Government employee (DA/NAFI) or active-duty service member from supervisor/commander authorizing HBB Activities (if applicable-reach out for sample)		
7	Business Registration with Host Nation authorities		
8	Taxation Registration with Host Nation authorities		
9	Turnover tax registration (VAT ID) with Host Nation authorities (if applicable)		
10	Professional Licenses/Certifications (if applicable)		
11	Food Sanitation Training and registration (if applicable)		
12	Registration to HN Oversight organization (ex. German Chamber of Crafts) (if applicable)		
13	Proof of Bank Account with an off-post bank used exclusively to conduct HBB Activities		
14	Proof of any necessary insurance (example-liability insurance)		
15	HBB Risk Mitigation Plan (typed)		
16	Home Based Business Contract (see the sample contract for wording that must be included per regulatory guidance)		
17	List or Catalog of goods or services		
18	Photocopy of valid passport		
19	Photocopy of NATO SOFA stamp		
20	Customs office certificate of briefing/signed Acknowledgment		
21	Housing Memorandum (residents of on-post housing)		
22	Authorization Release Form (Optional)		

**APPLICATION FOR UNITED STATES FORCES,
EUROPE, ON-POST HOME-BASED BUSINESS
ACTIVITY AUTHORIZATION**
(AEA Reg 210-70)

☐ Initial application

☐ Renewal application

Transfer from previous
installations

☐ Yes

☐ No

Data required by the Privacy Act of 1974

Authority: 10 USC 3012.

Principal purpose(s): All information will be used to determine eligibility for home-based business (HBB) authorization on Army installations in Europe and is needed to conduct criminal and intelligence files checks.

Routine use(s): This form will be filed and will be destroyed 3 years after termination of the Army in Europe commercial activity authorization. Other routine uses are listed in 40 Federal Register 35151.

Mandatory or voluntary disclosure and effect on individual not providing information: Providing the requested information is mandatory if the applicant desires to be issued an HBB authorization.

This application is required **only** for individuals properly residing in **Government-owned or -leased quarters**. Individuals residing in **privately owned or leased quarters (off post)** and intending to conduct commercial activities on post must use AEA Form 210-70F and follow the commercial solicitation permit procedures.

Section I — HBB Owner		
1. Name (Last, first, MI)	2. Name of business	3. Telephone number
4. Address of proposed business	5. Email address	6. Previously approved ☐ Yes ☐ No
7. Installation if previously approved	8. Sponsor's name	9. Sponsor's DEROS
10. Sponsor's unit	11. Sponsor's email address	12. Sponsor's telephone number

13. Briefly describe the proposed business activity

14. Business category ☐ Services ☐ Product	15. Spouse-owned and -operated ☐ Yes ☐ No	16. Application submission date
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SECTION II

The following rules ensure that operating an HBB does not negatively affect the safety, community tranquility, or the good order and discipline of the Army. As the business owner, I acknowledge, by initialing or checking each item, that the following conditions will be met:

Initial/ Check	No.	Note: Review and initial/check block 1a or block 1b, whichever one is applicable, then review and initial all other blocks (2-9). Subject
☐	1a	I confirm that I am a non-Government-employed Family member. As soon as my employment status changes, I will inform my supervisor about my HBB, and it will be re-evaluated. (Only initial/check 1a or 1b.)
☐	1b	I confirm that I am a Government employee (DA, NAFI) or an active-duty Servicemember and, as such, will provide a memorandum from my supervisor or commander authorizing outside HBB activities. (Only initial/check 1a or 1b.)
☐	2	I must provide proof of all the requisite permissions, licenses (if applicable), and liability insurance before opening and operating the HBB.
☐	3	I am responsible for any damages to third parties arising from the conduct of my business.
☐	4	I confirm that no modifications will be made to my assigned Government-owned or -leased quarters.
☐	5	I understand that I am not allowed to provide childcare services. If I want to provide this service, I must go through the installation Child and Youth Services (CYS) office as part of the Family Childcare (FCC) provider system.
☐	6	I am required to comply with applicable laws, codes, regulations, and requirements, and I am subject to inspection by the appropriate city, county, state, or federal agency office or department for verification of compliance.
☐	7	If my HBB involves food preparation, cutting or styling hair, beauty treatment or cosmetics (such as skin treatment, braids, spray tanning, tattoos), or massages, I will need to be approved by the Army Public Health Service, the local health department, or both. I must provide documentation, including proof of liability insurance and a food handler's certificate (if applicable), and will provide updated certificates to the HBB program on an annual basis.
☐	8	I am aware that I am not entitled to legal assistance from any U.S. Army legal center regarding the operation of my HBB.
☐	9	I understand that any violations will result in an HBB permit suspension and possible removal from Government quarters.

SECTION III

To submit an HBB packet for garrison commander (GC) approval, the following documents, **fully completed and signed**, must be provided:

☐	AEA Form 210-70H, Application for United States Forces, Europe, On-Post Home-Based Business Activity Authorization
☐	Business registration with local host nation (HN) authorities
☐	Taxation registration with HN authorities (HN taxpayer ID)
☐	Turnover tax registration (VAT ID) with HN authorities
☐	Professional licenses (if required for certain businesses or professions, for example, optician training certificate, healthcare certificate)
☐	Food sanitation training certificate and registration (for HBBs involving food preparation and sales)
☐	Employer registration with HN authorities (in case employees will be hired (part-time, full-time, other)
☐	Registration with HN oversight organizations such as chambers of commerce or craftsmen associations, when applicable
☐	Proof of a bank account with an off-post bank used exclusively to conduct HBB activities (receive payments, pay bills, buy supplies)
☐	Business mailing address (the APO address may not be used)
☐	HBB Risk Mitigation Plan (must be typed)
☐	Price list of goods or services
☐	Proof of any necessary insurance (for example, liability insurance)
☐	Certificate of Understanding for U.S. Forces Family Members to Engage in Commercial Activities (AEA Form 210-70A); Application for United States Forces, Europe, Commercial Activity Authorization (AEA Form 210-70F), if applicable
☐	Customs office certificate of briefing (not needed when renewing an HBB permit)
☐	Authorization Release Form (optional; not needed when renewing an HBB permit)
☐	Photocopy of a valid passport and NATO SOFA stamp
☐	From EU residents and non-EU citizens who reside and solicit in the HN, without SOFA status, a photocopy of the EU country work permit authorizing self-employment activities (in Germany, <i>selbstständige Arbeit</i>)

HBB Owner: I certify that the statements in Section II are true and that I will abide by these and any additional rules or policies provided by the garrison commander and the host nation.

Date (YYYY-MM-DD)

Signature

Section IV — Installation Coordination

Directorate/Office	Building number	Telephone number	Recommendation Attend orientation / Application pick-up	Date (YYYY-MM-DD)	Name, signature, and stamp or digital signature
FMWR Directorate or ACS POC					
Installation housing management		☐	Concur ☐ Nonconcur		
Installation Public Health Service (if applicable)		☐	Concur ☐ Nonconcur		
Installation customs office		☐	Concur ☐ Nonconcur		
Additional offices (if applicable per SC/GC guidance)		☐	Concur ☐ Nonconcur		
FMWR Directorate or ACS POC		☐	Concur ☐ Nonconcur		

Section V — Host Nation Regulatory Entities

Directorate/Office	Building No.	Telephone No.	Recommendation	Requirement
HN Trade Office	See attached HN trade office POC information for Germany and for other HNs; refer as appropriate.		Complete HN trade form	Submit signed form with application packet.

The enclosed copy of AEA Form 210-70A bearing your signature certifies that you understand all the requirements necessary to engage in revenue-generating activities. Failure to comply with any of the directives or providing additional services, not approved by the garrison commander, will result in the loss of your privileges to conduct business on this installation. In addition, you are advised that you may not use your U.S. Forces-plated privately owned vehicle, tax-free fuel, any items purchased from AAFES stores, AAFES catalog, the commissary, or products purchased tax-free or imported duty free through the APO or by any other means in support of this business. The use of such tax-exempt facilities, products, or conveniences constitutes a violation of HN customs and tax laws.

The posting or distribution of flyers must be coordinated with the installation commander or a designated official. Posting or distributing flyers in Government housing must be approved by each building and stairwell coordinator. You may advertise your HBB in the Stars and Stripes and local military community papers and magazines.

Approval of this application does not imply any relationship between the applicant and the U.S. Government. The applicant is solely responsible for any liabilities associated with this business. HBB owners must apply for commercial solicitation privileges before conducting any solicitation on Army installations.

SECTION VI — Review					
Directorate/Office	Requirement	Determination		Date	Signature
Staff Judge Advocate (Legal Review)	Review completed application and supporting documentation	☐ No legal objection	☐ Legally insufficient		
FMWR Directorate	Review completed application and supporting documentation	☐ Recommend approval	☐ Recommend disapproval		
Installation Approval Authority I have reviewed the HBB application and ☐ Approve ☐ Disapprove					
Reason for disapproval					
Expiration date (YYYY-MM-DD; 2 years from the date of signature unless otherwise indicated)					
Garrison commander (Rank, first name, middle initial, last name)		Date (YYYY-MM-DD)		Signature	

**CERTIFICATE OF UNDERSTANDING
FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES**

(AEA Reg 210-70)

1. I have read and understand AR 210-7 and AEA 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. For home-based business purposes, I will not use Government-owned or -leased quarters as business premises, showrooms, stores, or storage areas for goods intended for commercial resale if such business operations intervene or restrain any form of daily living activities.
- 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, AEA Form 210-70F, or AEA Form 210-70G to gain access to Army installations for the purpose of commercial activities.
- i. I will comply with the provisions of AEA Regulation 210-70, 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. If required by local law, I must 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 each quarter 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, AEA Form 210-70F, or AEA 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, AEA Form 210-70F, or AEA 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, AEA Form 210-70F, or AEA 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 of, or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe area of operation.

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 that 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

STATEMENT OF UNDERSTANDING FOR SOLICITATION / GEWERBEVEREINBARUNG

(AEA Reg 210-70)

I understand that the lending, reproduction, or alteration of AEA Form 210-70F is cause for withdrawal of the solicitation privilege. I also understand the following: */ Ich wurde darüber informiert, dass das Verleihen, die Vervielfältigung oder Änderung von AEA Form 210-70F den Entzug der Verkaufsgenehmigung zur Folge hat. Ferner wurde ich über Folgendes informiert:*

a. AEA Form 210-70F entitles me to solicit only on installations listed in the letter issued by the responsible community commander or installation coordinator. */ AEA Form 210-70F berechtigt mich, mein Gewerbe nur in den Einrichtungen auszuüben, die in dem Genehmigungsschreiben des verantwortlichen Standortkommandeurs oder des Installation Coordinator aufgeführt sind.*

b. I understand that commanders have no authority to waive regulatory restrictions on solicitation listed in AEA Regulation 210-70. */ Ich bin mir bewusst, dass Kommandeure nicht befugt sind, Ausnahmen zu den in AEA Regulation 210-70 festgelegten Handelsbeschränkungen zu genehmigen.*

c. Issuance of a letter of authorization does not entitle me or the company I represent to any type of logistic support from the U.S. Government. */ Die Ausstellung eines Genehmigungsschreibens berechtigt weder mich noch die von mir vertretene Firma zu irgendwelchen Ansprüchen auf logistische Unterstützung durch die amerikanische Regierung.*

d. I may not use, with or without pay, the services of military personnel or DOD civilian employees in commercial solicitation activities. */ Ich darf die Dienste von Militärangehörigen oder Zivilangestellten des US-Verteidigungsministeriums für meine Tätigkeit nicht in Anspruch nehmen (weder mit noch ohne Bezahlung).*

e. I may not solicit sales of commodities or services for any firm other than the one identified in my letter of authorization or on AEA Form 210-70F. */ Ich darf Waren und Dienstleistungen nur für die Firma anbieten, die in dem Genehmigungsschreiben bzw. in meiner Verkaufsgenehmigung (AEA Form 210-70F) aufgeführt ist.*

f. I may not use any type of official identification document other than my AEA Form 210-70F, together with the community authorization letter and my national identification card/passport, to gain access to Army installations in Europe for the purpose of commercial business solicitation. */ Andere Ausweise oder Dokumente als AEA Form 210-70F kann ich zusammen mit dem Genehmigungsschreiben und meinem Personalausweis/ Reisepass nicht vorlegen, um zur Ausübung meines Gewerbes Zugang zu Einrichtungen der US-Army in Europa zu erhalten.*

g. Door-to-door solicitation is not authorized on Army installations. */ Haustürgeschäfte sind in Einrichtungen der US-Army in Europa nicht erlaubt.*

h. I may not solicit military personnel in barracks or dormitories when they are on duty, and I may not solicit civilian employees during duty hours. All solicitation I do will be only by appointment. */ Ich darf zum Zwecke meiner Gewerbetätigkeit Militärangehörige im Dienst weder in Kasernen noch in Truppenunterkünften aufsuchen. Auch Zivilbedienstete dürfen während der Dienstzeiten nicht aufgesucht werden. Kunden können nur nach vorheriger Vereinbarung aufgesucht werden.*

i. I may not possess or use DOD or service allotment-authorization forms. */ Ich darf Gehaltseinzugsformulare (Service Allotment Authorization Forms) des US-Verteidigungsministeriums weder besitzen noch verwenden.*

j. I am not authorized to enter restricted areas of military installations. */ Ich darf Sicherheitsbereiche der militärischen Einrichtungen nicht betreten.*

k. In consideration of the privilege to solicit on Army installations in Europe, I (we) agree and pledge to be bound by DOD Instruction 1344.07, AR 210-7 (including the Standards of Fairness (app B)), AEA Regulation 210-70, and U.S. and local customer protection laws. In case of a conflict between these regulations and laws, the one with the provisions more beneficial to the consumer will apply. */ In Anbetracht des Sonderrechts, meiner Gewerbetätigkeit in Army-in-Europe-Einrichtungen nachgehen zu können, erkläre ich mich bereit und verpflichte mich/erklären wir uns bereit und verpflichten uns, die Vorgaben in DOD Instruction 1344.07, in AR 210-7 (einschließlich der Standards of Fairness (App B)), in AEA Regulation 210-70 sowie amerikanische und örtliche Verbraucherschutzgesetze einzuhalten. Im Fall widersprüchlicher Vorgaben dieser Gesetze und Vorschriften gelten die für den Verbraucher vorteilhafteren Bestimmungen.*

l. Commanders have the prerogative of restricting or prohibiting solicitation on installations under their jurisdiction. */ Kommandeure haben das Recht, Gewerbetätigkeiten innerhalb ihrer Befehlsbereiche einzuschränken oder zu verbieten.*

m. It is my responsibility to become familiar with and understand commercial solicitation regulations issued by the Army in Europe and community commanders. */ Ich bin dafür verantwortlich, mich mit den von der US-Army in Europa und den Kommandeuren erlassenen Handels- und Gewerbevorschriften vertraut zu machen und diese zur Kenntnis zu nehmen.*

n. Violations or noncompliance with commercial solicitation regulations of any Army command in Europe may result in the withdrawal of my privilege of soliciting on installations in the entire USEUCOM area of responsibility. */ Verstöße gegen bzw. die Nichteinhaltung von Handels- und Gewerbevorschriften egal welchen Kommandos der US-Army in Europa können den Entzug meiner Gewerbeberechtigung für Einrichtungen im gesamten Verantwortungsbereich von USEUCOM zur Folge haben.*

Printed name

Date (YYYYMMDD)

Signature

STATEMENT OF UNDERSTANDING FOR LIFE INSURANCE/MUTUAL FUNDS/SECURITIES

(AEA Reg 210-70)

I understand that the lending, reproduction, or alteration of AEA Form 210-70G is cause for withdrawal of the solicitation privilege. I also understand that --

- a. Issuance of AEA Form 210-70G does not in itself entitle me to solicit on any Army installation and that I must apply to each local installation coordinator to solicit on Army installations in Europe.
- b. Commanders have no authority to waive regulatory restrictions on solicitation and, for this reason, regardless of command consent, approval, or invitation, I cannot teach classes to Servicemembers as part of a command or on-post private organization program on investments, insurance, personal finances, or military benefits; solicit without an appointment; solicit in barracks or dormitories occupied as such; or address formations of Servicemembers.
- c. Accreditation does not entitle me or the company I represent to any type of logistic support from the U.S. Government.
- d. I may not use, with or without pay, the services of military personnel or DOD civilian employees in commercial solicitation activities.
- e. I may not solicit sales of commodities or services for any firm other than the one identified in my accreditation to any DOD personnel on or off military installations.
- f. I may not use any type of official identification document other than AEA Form 210-70G with my own passport to gain access to Army installations for the purpose of commercial business solicitation.
- g. Door-to-door solicitation is not authorized on Army installations.

h. I may not solicit Servicemembers in barracks or dormitories or when they are on duty; and I may not solicit civilian employees during duty hours. All solicitation I do will be only by appointment.

i. I may not possess or use DOD or service allotment-authorization forms.

j. I am not authorized to enter restricted areas of military installations.

k. If I sell life insurance to personnel in grades E1 through E3, I must explain the insurance coverage and ensure that the applicant is counseled by the unit insurance officer concerning the purchase of the policy.

l. Commanders have the prerogative of restricting or prohibiting solicitation on installations under their jurisdiction at their discretion.

m. It is my responsibility to become familiar with and understand commercial solicitation regulations issued by the Army in Europe and community commanders.

n. Violations or noncompliance with commercial solicitation regulations in the Army in Europe may result in the withdrawal of my privilege of soliciting on installations in the entire Army in Europe area of operation.

o. In consideration of being granted the privilege to solicit on military installations in the Army in Europe, I (we) agree and pledge to be bound by DOD Instruction 1344.07, AR 210-7 (including the Standards of Fairness (app B)), AEA Regulation 210-70, and U.S. and local consumer protection laws. In case of a conflict between these bodies of law, the one with the provisions more beneficial to the customer will apply.

Printed name

Date (YYYYMMDD)

Signature

Go to page

2

APPLICATION FOR UNITED STATES FORCES, EUROPE
COMMERCIAL ACTIVITY AUTHORIZATION

(AE Reg 210-70)

☒ Initial application☐ Annual reissue

Category (check all that apply)

Solicitor individual ☐Family member solicitor ☒

Data required by the Privacy Act of 1974

Authority: 10 USC 3012.

Principal purpose(s): All information, including SSN, is used to determine eligibility for commercial activity authorization on Army installations in Europe and is necessary for the conduct of criminal and intelligence files checks.**Routine use(s):** Passport number, name, address, date of birth, height, weight, color hair/eyes, current employer, and address are required in order to authorize commercial solicitation. A copy of this form is sent to Commander, U.S. Army Central Personnel Security Clearance Facility (PCCF-PR), Fort Meade, MD 20755-5250, and used as a basis for conducting intelligence files checks. The USAREUR Provost Marshal also uses this form as the basis for conducting criminal investigations. These forms are filed and destroyed 3 years after termination of the Army in Europe commercial activity authorization. Other routine uses are listed in 40 Federal Register 35151.**Mandatory or voluntary disclosure and effect on individual not providing information:** Information is mandatory if the applicant desires to be issued commercial activity authorization.

1. Name 2a. Sex 2b. Height 2c. Weight 2d. Color hair 2e. Color eyes

3. Citizenship

4. SSN

5. Passport number and country of issuance

6a. Current employer/company name

6b. President of company

6c. European address, country, and telephone number

6d. State address of business and telephone number

7a. Street and number

7. Business address of applicant

7b. City and country

7c. Telephone number

8a. Street and number

8. European home address of applicant

8b. City and country

8c. Telephone number

9a. Maiden name

9b. Date married (YYYYMMDD)

10a. Aliases

10b. Dates used

11. DOB (YYYYMMDD)

12. Place of birth (city, state, country)

13. Occupation of spouse

14. Former residences (city, state, and country for the last 15 years)
(For additional space, use plain, white paper.)Dates (MMM YYYY)
From To

15. Article or service to solicit

16. Have you ever been discharged or forced to resign
from any position for misconduct or unsatisfactory service?☐ No☐ Yes

(If yes, explain in remarks section.)

17. Military service (Indicate service number, date of separation, type of discharge, and present status (for example, retired, Reserve).)

18. List method sale

☐ Bazaar☒ Individual☐ Concessionaire☐ Other

19. Remarks (For additional space, use plain, white paper.)

20. Date

21. Signature
of applicant

Enclosure 1: General Rules & Prohibited Activities for Home-Based Businesses

No.	General Rules & Prohibited Activities for Home-Based Businesses (Customs purview)
1.	Any employment other than with the U.S. Government, and any other activities with the purpose of generating revenues (for example, freelancing, HBB) are generally subject to HN laws and regulations as well as to HN taxation. This also applies to business activities that take place within the U.S. military communities only.
2.	All foreign acquired items must be declared to HN customs and be customs-cleared before they may be used for revenue-generating activities.
3.	The use of U.S. Forces-registered privately owned vehicles (POVs) for HBB activities is prohibited. U.S. Forces-registered POVs will not bear signs advertising HBB goods or services.
4.	The use of tax-free and duty-free gasoline, whether purchased with AAFES gas cards or at AAFES service stations, for HBB activities is prohibited.
5.	The MPS may not be used to send or receive any parcels or correspondence related to the HBB. (This does not preclude customers from receiving goods ordered through an HBB and mailed directly to individual customers by the vendor/supplier through either the U.S. or HN postal service.)
4.	Individuals may not purchase goods for demonstration, resale, or operation of the HBB (e.g., ledger books, computers) from AAFES, the AAFES catalog, a commissary, or any other tax-free or duty-free sales facility (e.g., an installation bowling alley). Individuals may not use AE Form 550-175A to import tax-free or duty-free goods for demonstration, resale, or for operation of the HBB. Individuals may not use value-added tax (VAT) deduction forms (e.g., the <i>Abwicklungsschein</i> (form required for requesting VAT relief in Germany)) to purchase goods for demonstration, resale, or operation of the HBB.
5.	Individuals operating a HBB are liable for all applicable HN individual and business taxes and fees. They may also be liable for U.S. income, social security, and corporate taxes. Individuals operating an HBB must obtain an HN tax number and may be required to obtain a U.S. taxpayer identification number.

Date

Signature

Business Name: _____

Business Owner: _____

Phone Number: _____

Email: _____

15-2. REGULATED ACTIVITIES AND PROHIBITED TRANSACTIONS

a. Personnel subject to this publication will comply with all publications as well as with HN rules and regulations outlined in the applicable section in appendix A.

b. Personnel subject to this publication will not—

(1) Use their importation or exportation privileges for profit or personal gain for themselves or others or use their customs and tax entitlements to purchase tax-exempt merchandise for profit or to obtain personal gain for themselves or someone else, or to conduct a business (AE Reg 600-1, para 12).

(2) Make false oral or written customs declarations to conceal goods or information from customs officials.

(3) Import or export prohibited goods.

(4) Import or export restricted items in excess of authorized amounts without paying applicable customs duties and taxes.

(5) Import or export U.S. Government property without proper authority.

(6) Import goods or pets without complying with German health or public safety laws.

(7) Engage in or assist black-market activities. Black-market activities include the illegal transfer of rationed items or other tax-free goods with the intent of profit or personal gain.

(8) Transfer goods bought under duty- and tax-free conditions to other persons unless this publication or other applicable U.S. Forces regulations authorize the transfer.

(9) Cross borders without complying with applicable travel requirements. U.S. Forces personnel will follow DOD 4500.54-G and applicable service and theater command directives.

(10) Permit personnel who are not members of the U.S. Forces to independently operate a U.S. Forces-registered vehicle unless they have an approved AEA Form 550-175D or other written authorization signed by the CEA.

(11) Knowingly provide incorrect information when applying for AEA Form 550-175A, AEA Form 550-175B, AEA Form 550-175D, AEA Form 550-175K, AEA Form 550-175M, or AEA Form 550-175L.

(12) Use a U.S. Forces-registered vehicle and duty- and tax-free fuel to conduct commercial activities.

(13) Engage in home-based business (HBB) (AEA Reg 210-70) without proper registration approval through the garrison commander and the German finance office.

NOTE: Personnel and dependents planning on teleworking for non-U.S. Forces employers under self-employed status (freelance work including telework) are recommended to contact the legal assistance office.

(14) Fail to report any remuneration or revenue from a non-U.S. Forces employment or business activity (including property rental) to the HN as applicable by laws and regulations.

15-3. PUNISHMENTS FOR CIVILIAN AND MILITARY PERSONNEL

German authorities can prosecute both military and civilian violators, assess fines, and demand the reimbursement of any duties or taxes evaded. These punishments may run independently of the U.S. military judicial or civilian misconduct systems.

a. Military Personnel.

(1) Violations of the specific prohibitions and requirements of this regulation by Soldiers may result in adverse administrative action or punitive action under the provisions of the Uniform Code of Military Justice.

(2) Violators may be subject to administrative action, such as withdrawal of ration, exchange, and commissary privileges.

(3) Failure to specifically identify a provision as punitive will not relieve anyone from penalty or prosecution for a violation of a provision that is also a violation of German or U.S. law.

(4) Violations will be reported to HN authorities as applicable. Serious offenses could be handled by the German judicial system, and any jail sentences pronounced by a German court would be spent in a German prison.

b. Civilian Personnel.

(1) A violation of any of the requirements described in this regulation may constitute a criminal offense under HN law, punishable by administrative fine or imprisonment as authorized by law. Violations will be reported to the U.S. military and HN authorities.

(2) Violations of these provisions by civilian employees may result in the loss of ration, exchange, and commissary entitlements; in being barred from installations; and could even warrant removal from Federal service.

(3) HN authorities may prosecute violators, assess fines, and charge evaded customs duties and taxes. Serious offenses could be handled by the German judicial system, and any jail sentences pronounced by a German court would be spent in a German prison. Prosecution by the U.S. Department of Justice is also possible for the violation of certain provisions of this regulation.

c. Dependents of Military and Civilian Personnel.

(1) Violations of the provisions outlined in this regulation by dependents may result in the loss of ration, exchange, and commissary entitlements; in being barred from installations; and could even warrant the command-directed return of the dependents.

(2) Serious offenses could be handled by the German judicial system, and any jail sentences pronounced by a German court would be spent in a German prison. Prosecution by the U.S. Department of Justice is also possible for the violation of certain provisions of this regulation.

Date

Signature



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
OPC 401 BOX #67
APO AE 09154-9901

AMIM-SGP-H

MEMORANDUM FOR RECORD

SUBJECT: Home Base Business (HBB)

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

- a. Name of Buiness: _____
- b. Address of proposed business: _____
- c. Phone Number: _____
- d. Type of Business: _____
- e. Services or good proposed for sale: _____
- f. Proposed method of contacting customers and advertising: _____
- g. How services will be conducted: _____
- h. Name of HBB applicant: _____
- i. Signature: _____

Reviewed by Housing Manager:

Comment: _____ with condition that no grease or other chemicals/ingredients likely to cause damage to plumbing be poured down drains.

Name: _____ Signature: _____ Date: _____

SAMPLE HOME BASED BUSINESS CONTRACT

Name of Business

Address:

Email address:

Phone number:

CONTRACT:

The buyer may cancel the contract within 14 days after the date of the contract without penalty or obligation. The contract must be canceled by giving written notice to [insert name and address of the commercial enterprise or self-employed vendor] by mail, telegram, or personal delivery. Mailing the cancellation notice within 14 days meets the conditions of this term.

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 (*does not speak English*)

Fax: 07031-13-3200

Website: www.fa-boeblingen.de

Email: poststelle@fa-boeblingen.bwl.de

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

Website: https://finanzamt-bw.fv-bwl.de/fa_stuttgartkoerperschaften

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

Handwerkskammer Region Stuttgart (Chamber of Crafts and Trades)

Heilbronnstrasse 43, 70178 Stuttgart

Tel: 0711-1657-0

Fax: 0711-1657-222

Website: <https://www.hwk-stuttgart.de/>

Email: info@hwk-stuttgart.de

Food Handler Certification instructions

- ▶ An HBB providing food services (ex: baking, food preparation/catering) has to receive! a Food Handler Certificate.
- ▶ It is valid for 1 year.
- ▶ Online Food Handler Certification Course:



**HBBs operating in Government housing involving food production and sale are not subject to public health inspections as a food establishment under the Tri-Service Food Code. However, there are specific requirements governing the production and sale of cottage foods. In general, HBBs may not sell high-risk foods as described in TB MED 530, section 8-301.12. However, the preparation and selling of these foods may be approved by the local regulatory authority on a case-by-case basis when suitable controls are identified and maintained.

**USAG STUTTGART
FAMILY AND MWR
HOME BASED BUSINESS**



Information Release Form

I authorize the USAG Stuttgart, Family and MWR Home Based Business Program, to add my Based Business and Contact information to the USAG Stuttgart Family and MWR website (<https://stuttgart.armymwr.com/programs/home-based-business-1>) and the quarterly USAG Stuttgart MWR Bulletin to inform the community about the products and services I provide.

☐	Name:	
☐	Business name:	
☐	Business Services:	
☐	Phone:	
☐	Email Address:	
☐	Website:	
☐	Social Media:	

Date:

Signature:

