

FAQ's

1. Do I have to bring my ration card to every visit?

Yes, the ration card is what proves that you are eligible for the VAT program

2. Is there a limit to the number of things that can be purchased VAT Free?

No, as long as the items meet all the requirements you can purchase as much as you would like.

3. Do I need to pay the vendor a deposit?

No, do not release any funds to the vendor, if they participate in the program they have agreed to accept funds from 423FSS in the form of a Government issued Pound Sterling Banker's Draft.

4. Do all merchants participate in this program?

No, the VAT Program is strictly voluntary; if the merchant does not want to participate then they do not have to.

5. Can I use a Credit/Debit Card for payment at the VAT Office?

No, invoice amounts must be paid in GBP or a certified GBP Sterling Banker's draft. The \$10 fee is payable in cash only.

Appointment hours:

RAF Alconbury: Mon, Tues, Thur, & Fri 9am - 12pm

RAF Molesworth: Wed, Pending Appointments

Closed: Federal Holidays/Goal/Family Days

Note: VAT Services are offered

BY APPOINTMENT ONLY

We are located at:

RAF Alconbury Bldg 671 Room F20

Across the street from the elementary school

RAF Molesworth in the NYPD Dining Room

Contact Us:

Phone: DSN 268-3803 Comm. 01480 84 3803

Email: 423FSS.VAT@us.af.mil

MPS:

VAT Office
423 FSS/FSRA
Unit 5623
APO AE 09470

British Address:

VAT Office
RAF Alconbury
Bldg. 671
Huntingdon, Cambs
PE28 4DA

(Value Added Tax) V.A.T. Relief Program



Customer Information

EXAMPLES OF VAT FREE PURCHASES

- Vehicle Light Conversions
- Furniture and Appliances
- Vehicle Services and Repairs
- Satellite installation and set up
- Rental Cars
- Home Repairs

*Please contact the VAT office
if you have questions concerning items
that can be a VAT Free Purchase.*

Selling price for each item or set of items*

MUST BE £100 OR MORE
(including VAT)

*('set of items' are individual items
related or interdependent upon one another
as per USAFEI 51-506.

Ex: One shirt, 4 pairs of socks,
and 3 vests do not qualify as a 'set'
as they are not worn together).

DO NOT PURCHASE
the items or make deposits.

This is not allowed under the VAT program.
All invoices are subject to approval.

We are unable to accept personal checks,
credit cards or debit cards.

Customer Information

Those eligible for the VAT Relief Program

MUST PRESENT A VALID ID AND RATION CARD

for each appointment.

The following instructions are applicable for all transactions
and must be followed carefully.

1. **Find out if the vendor is willing to participate in the VAT Relief Program**
*Program participation is voluntary for the vendor. A letter explaining the program
to the supplier is available.*
2. **Obtain an invoice for the goods/services which contains the following:**
 - Official letterhead of the vendor including address and telephone number
 - Addressed to 423 FSS and referencing your name
 - Detailed listing of each item and price
 - Total price of purchase (EXCLUDING VAT)
 - Date of invoice (valid for 30 days)
3. **Schedule an appointment with the VAT Office by calling 268-3803
or email 423fss.vat@us.af.mil**
4. **Email invoice to VAT office no later than 12pm the day prior to appointment.**
5. **Items to bring along to the appointment:** ID Card, Ration Card, Pound Sterling
(£ Cash or £ Banker's Draft made payable to 423 FSS/FSRA to pay total of quote),
and \$10 Service Charge (cash)
6. **Take the check and VAT Purchase Certificate** to the vendor and get both copies signed.
White copy remains with the vendor; Yellow copy has to be returned to the VAT office.
Failure to return yellow copy may result in your exclusion from future program participation.