

Instructions to order your VAT Forms via Email:

You can order your un-priced Tax Relief Forms via email following these steps:

1. Enroll in the VAT program by stopping by the USAG Grafenwoehr Main Post VAT Office, Bldg. 539.
2. Send an email to the following address: usarmy.grafenwoehr.imcom-fmwrc.list.vat@mail.mil
3. You need to have access to a .mil computer. We cannot accept orders from a personal email account.
4. Your email needs to include the following information and should be digitally signed:
 - a. Subject line: VAT Form Request
 - b. Body of email:
 - i. Full Name
 - ii. Last four digits of sponsor's SSN
 - iii. Number of Forms requested
 - iv. Complete APO Mailing Address
 - v. Contact information and Phone number
5. VAT Office staff will telephonically contact you for order confirmation and credit card payment information.
6. Order will be mailed to your APO address. Expect arrival within 5-7 days.

For questions contact the USAG Grafenwoehr VAT office at DSN 475-1780, CIV 09641-83-1780.