



HOME BASED BUSINESS

U.S. Army Garrison Wiesbaden

APPLICATION

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Individuals may not operate a Home Based Business (HBB) in Government-owned or -leased quarters until they have received written approval from the Garrison Commander (GC). The Employment Readiness Program Specialist will provide you with the documents (all contained or linked through this document) that need to be provided and forms that need to be filled out in order to obtain the necessary approval.

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. Additionally, see AER 210-70.

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 registering your business, and obtaining a German Tax ID. For this, we recommend seeking assistance from a German Tax Professional. Army Community Service has created a referral list of German Tax professionals in the local area that speak English and would be able to assist you. Second, you must register with the Garrison per Army regulations.

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

If you are running your own business in government or government leased property, yes. If you live off-post but will be offering your products and services to the USAG Wiesbaden community, yes. If the business is yours, you must register.

If you are teleworking for another company or 100% online AND you do not see clients in-person, or have products in hand, no. For this you would have to follow Host Nation guidelines by obtaining a German Tax ID and paying taxes on any revenue you are generating that is not covered by the SOFA agreement. If you are uncertain about whether or not you should be paying German taxes contact a local German Tax Professional to discuss the requirements.

How long does the process take?

It depends. The process to register with local German authorities usually takes around 3-4 months. The Garrison side of the application is usually 30-60 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. Additionally, see AER 210-70.

The HBB Process

Operating a business without meeting host nation requirements and garrison approval can have both host-nation and garrison consequences. If you are uncertain about any aspect of the requirements, please contact ACS for clarification. In addition, if you have host nation tax concerns, consider consulting with a tax consultant who understands German tax liabilities.

STEP	TITLE	NOTES
1	Review the process	Start with the first three main documents, including the HBB checklist. Be sure that you understand the commitment required to complete the process.
2	Get support	Connect with ACS, as they can provide valuable insight when you have questions.
3	Submit applications for German legal requirements	Depending on your business and where you live, these requirements will be different for every applicant. It is up to YOU to understand the German requirements. Included resources are for those living in Wiesbaden. This process can take several weeks.
4	Complete Garrison application requirements	While you are waiting for host-nation approvals, work on the Garrison portion of the application.
5	Liability insurance	Proof of liability insurance is required to be included with the application.
6	Submit application	Once you have received all needed German approvals, gotten liability insurance and completed all Garrison application requirements, submit the application.

HBB Checklist

All of these documents must be submitted for Garrison approval to operate a Home Based Business.

SUPPORTING DOCUMENTATION

- REQUEST LETTER:** An original signed letter requesting permission to operate an HBB in Government-owned or -leased quarters. The request must include the proposed name of the business, address, telephone number; type of business, services or goods offered for sale, proposed methods of contacting customers, advertising, and how services will be conducted. Only an original ink signature is acceptable.
- APPLICATION:** (Document 1.USAG) Application for Home Based Business USAG Wiesbaden Form.
- CATALOG:** A catalog or list of goods and services offered by the vendor along with a description of the goods and services, accurate photographs of goods offered for sale, and a price list for all goods and services. If you have a business plan with the necessary information, it will be accepted.
- SIGN OFFS:** If you live in a USAG Wiesbaden housing area then you need approval from On-Post Housing
- INSURANCE:** Proof of liability insurance
- 210-70 AKNOWLEDGEMENT:** (Document 4.USAG) Acknowledgment Receipt of the Army Regulation
- FORMS AE 210-70A AND AE 210-70F:** (Documents 2.USAG and 3.USAG) An original typed and signed copy of AE Form 210-70A and AE Form 210-70F (only if living off-base)
- COPY OF EXAMPLE OF CLIENT CONTRACT:** Must include the verbiage stipulated in AER 210-70 section 19 (f) "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."
- ENVIRONMENTAL APPROVAL:** For all food- related HBB businesses. Only Cottage Foods are allowed. They include food that is non-Time/Temperature Control for Safety (non-TCS). Examples of cottage foods include: baked goods that do not require refrigeration, fruit jams and jellies, honey, fruit pies, breads, cakes that do not require refrigeration, pastries and cookies that do not require refrigeration, candies and confections that do not require refrigeration, dried fruits, dry herbs, seasonings and mixtures, cereals, trail mixes and granola, nuts, vinegar and flavored vinegars, and popcorn. On-Post food related HBB's must contact Environmental Health at LRMC and schedule a home inspection and provide documentation of the approval by submitting the signed and completed DD 2973 Food Safety Inspection Form. Off-Post Food related HBB businesses do not require a Home Inspection but must have the following disclaimer displayed on all products: "This business owner did not receive a home inspection by Environmental Health. They are required to follow food safety standards for preparing food-related products in a hygienic and safe environment, however this has not be confirmed by an official authorizing agent. Consume these products at your own risk. USAG Wiesbaden does not assume any responsibility for adverse reactions to food consumed such as food poisoning or any kind of food-borne disease."
- PASSPORT AND SOFA COPIES:** From family members of the U.S. Forces only, a photocopy of a valid passport and a photocopy of the NATO SOFA identification card or stamp. **Two additional passport-size photos are also required.**
- STAIRWELL PETITION:** (Document 5. USAG) Petition for operation of HBB for neighbor/stairwell (only if residing on-post)
- EMPLOYEE PERMISSION:** (Document 6. USAG) Soldiers and DOD, DA, and NAFI employees requesting permission to operate an HBB must include a memorandum from their commander or supervisor authorizing outside employment.
- BUSINESS PLAN OUTLINE:** Provides a list of the main topics to include in your business plan.
- GERMAN REGISTRATION:** (Document 1.GER) Documentation to show that the individual is properly registered, if required, in the HN (for example, a copy from the Handelsregister in Germany).
- GERMAN TAX ID:** (Document 2.GER) The individual's HN tax-identification number (for example, a Steuernummer in Germany) and a copy of all other required HN tax documents.
- OTHER PERMITS/LICENSES:** Copies of all other permits or licenses, if any, required by HN law (for example, a Reisegewerbekarte, which is a permit to conduct business without a permanent local office in Germany). If local HN authorities (for example, the Stadtverwaltung or Gewerbeamt in Germany) are required by HN law to issue statements of exemption, a copy of this document must be provided. Any permit, license, or statement of exemption must clearly identify the individual, the goods or services sold, and whether the permit, license, or statement of exemption applies only to sales made to U.S. Forces personnel or their family members.
- ID CARD COPIES:** From HN residents only, a photocopy of the HN ID card (for example, a Reisepass or Personalausweis in Germany), and from non citizens whose national ID and of the residence permit (for example, an Aufenthaltstitel in Germany) if required.

DOCUMENTS & RESOURCES AVAILABLE ONLINE

GERMAN DOCUMENTS	GARRISON DOCUMENTS	REFERENCE MATERIALS
1.GER. German Registration	1.USAG. HBB Application	1.REF. Hessen Regional Council
2.GER. German Tax Office	2.USAG. AER 210-70A (all applicants)	2.REF. HBB Flyer
3.GER. German Chamber of Crafts (for certain types of businesses)	3.USAG. AER 210-70F (off base applicants)	3.REF. HBB Plan temp example (reference)
	4.USAG. Acknowledgement receipt for AER-210-7 and AER 210-70 and Policy Letter #18	4.REF. Housing HBB policy
	5.USAG. Petition for Stairwell (on base applicants)	5.REF. AER210-70 on-post commercial solicitation req (reference)
	6.USAG. Outside employment permission (for Soldiers, civilians and contractors)	6.REF. AR210-7 Personal commercial solicitation on army installations (reference)
	7.USAG. Wiesbaden Housing Handbook	7.REF. Business plan outline (reference)
	8.USAG.RequestLetter	8.REF. Liability insurance and other IMCOM guidance memo
	Business Plan Outline	

Additional References:

- [ACS Employment Readiness Program Liability Insurance Company List](#)
- [List of German Tax Professionals](#)

CONTACT US



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