HOW TO HAVE A LEGAL HOME BASED BUSINESS

It is the responsibility of the home-based businesses (HBB) representative, both on and off-post, to manage to HBB program. Residents can request a packet that will include all regulations, helpful hints, forms, and a tax advisor for tax advice off-base. To request a packet, simply email the Wiesbaden Army Community Service Office. The Wiesbaden Army Community Service Office can be reached by phone at DSN (314) 548-9201, CIV 0611-143-548-9201. The current HHB representative is Ms. Rebecca Samsa and can be reached by phone at DSN 548-9022, CIV 0611-143-548-9022 or email at usarmy.wiesbaden-germany.id-europe.mbx.hbb@army.mil.

If the HBB is going to be run out of housing, the following conditions need to be adhered to:

1) The business is only conducted within the requestor's own apartment, not the common areas;
2) Visitors are not permitted to use resident parking;
3) You may not solicit door to door or distribute advertising material in mailboxes;
4) You must have a copy of the approval letter from the Garrison Commander, AE Form 201-70F, and AE Form 210-70G while conducting your business; and
5) No modifications will be made to Government-owned or leased quarters.

Customers of a HBB should ensure an agent or vendor has AE Form 210-70F, AE Form 210-70G and the Garrison Commander's authorization before signing the agent or vendor onto an installation, inviting the agent or vendor into the customer's quarters or entering into a contract. Customers should also report companies or individuals allegedly engaging in unfair business practices to the Wiesbaden HHB representative.

Prohibited activities by HBB include:

1) Door-to-door solicitation of residents of government-owned or government-leased quarters if the residents have not extended a personal invitation;

2) Unsolicited contacts made in person or by telephone. This does not prohibit contacting current (not past) customers or responding to requests for customer service;

3) Initiating contact to make appointments with or solicit military and civilian personnel who are on duty by government telephone, fax, or by sending e-mails to a government computer, unless a relationship already exists between parties;

4) Government owned or leased quarters will not be used as a business showroom, warehouse, or storage facility;

5) No exterior parts of Government owned or leased quarters (for example, doors, windows, hallways, exterior walls) will be used to advertise products or services;

6) Use of US Forces-registered POV for HBB activities and will not bear signs advertising HBB goods or services;

7) Use of tax- and duty-free gasoline, whether purchased with AAFES gas coupons or at AAFES service stations, for HBB is prohibited;

8) The military postal service 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 properly mailed directly to individual customers by a company through either the US or German postal service; and

9) May not purchase goods for demonstration, resale, or operation (for example, ledge books, computers) from AAFES, the AAFES catalog, a commissary, or any other tax-or duty-free sales facility.