

1.) The customer must be currently enrolled in the VAT system prior to ordering VAT forms on line. Using a CAC enable ".mil" computer, send an email to armyvat@eur.army.mil with the subject line, "VAT Form Request."

a. Include:

- i. Full name
- ii. Last four digits of the sponsor's SSN
- ii. The number of forms you'd like
- iv. Full APO mailing address
- v. Valid phone number where you can be contacted.

2.) A VAT office staff member will contact you directly and promptly at the phone number provided, to obtain payment information.

3.) VAT forms will arrive in your APO Box approximately 5-7 days later.

NOTE: E-mail must be sent by the sponsor from a ".mil" e-mail address. For questions or concerns, please contact the Kleber VAT office at DSN 483-1780, or civilian 0631-411-1780.