



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, VICENZA
UNIT 31401, BOX 19
APO AE 09630

IMEU-VIC-MWN

21 October 2011

MEMORANDUM FOR TRO Program Managers and Accounting Cell

SUBJECT: Tax Relief Office Service Fee's

1. Effective 4 February, 2009 annual service fees will be applied to all active accounts. Service fees will not be removed for customers on deployment , temporary duty, block leave, extended hospitalization, annual leave, home leave, etc..
2. Late fees will be applied to accounts, inclusive of payment plans, whose outstanding balance is not paid in full by the monthly due date. These fees will accumulate monthly until the full balance is paid.
3. Only the Financial Management Officer and Vicenza Tax Relief Office Manager have authority to waive or remove service or late fees for Vicenza and Camp Darby communities.
4. POC is the undersigned at 634-8661.

David Floyd
Financial Management Officer

CF:

NAF Support Manager, Vicenza, Mrs. Baker
TRO Program Manger, Mr. Driscoll
TRO Livorno, Mrs. Serafini
TRO Accounting Cell, Ms. Savio