



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

New Shell Business/Fleet Application

The Office of Foreign Missions (OFM) recently learned that as a result of Shell changing their credit card provider, Shell now requires the submission of new Business/Fleet Credit Card applications to authorize/provide gasoline tax-exempt credit cards for foreign missions, international organizations and their eligible personnel. Attached is a new, blank Shell Business/Fleet Credit Card application. These applications can also be found at all the participating Shell gasoline stations.

If a mission recently applied for Shell tax exemption and used the old Business Credit Card application, it must reapply with the new Shell Credit Card application. All applications must be resubmitted to OFM, along with a form DS-99, "Application for Diplomatic Exemption from Taxes on Gasoline." Please do not mail or fax applications directly to the gasoline company.

Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available at OFM's website at www.state.gov/ofm/tax/.

For additional questions or comments concerning this information please contact OFM by telephone at (202)-895-3500 option 2, by email at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

Attachment 1: Blank Shell Business/Fleet Credit Card Application

October 25, 2007

YES! I want to take control of my fleet – sign me up for the Shell Fleet Management Program



Enroll Me in the Shell Fleet Card Option
 Enroll Me in the Shell Fleet Plus Card Option

Business Structure: Corporation Partnership
 Sole Proprietorship Government

Company Name			Bank Name		Account #
Street Address (No P.O. Boxes. Please provide physical address)			Bank Phone #		Bank Officer Name
City	State	Zip Code	# of Cards to Issue		Total Monthly Purchases
Contact Name:		Phone #			
Tax Exempt? <input type="checkbox"/> YES <input type="checkbox"/> NO		Taxpayer ID Number (Required)			

By signing below, you certify that you have read and agreed to the commercial Card Information and the Terms and Conditions, which are attached. You also agree to be bound by the terms and conditions of the Citibank Card Agreement that will be sent with the card if credit is granted and you agree to pay all charges incurred under such terms. You further certify that all of the information provided in this application is true and correct and you are authorized to sign this application on behalf of applicant.

Authorized Officer Name (Please print or type) _____ Title _____

Authorized Signature (Required, Application will not be processed without signature) _____ Date _____

DRIVER LISTING – Optional for Shell Fleet Plus Billing ONLY (Not available for STANDARD Billing)

You may choose your own 4 or 6 digits NUMERIC ONLY Driver ID's (PIN's). Inserting zeros can accommodate existing PIN's with less than 4 or 6 digits (i.e. 1, 2, 3, would be 0001, 0002, 0003). Please assign PIN's beside each name, or leave blank if you wish us to assign. There can be no duplicates and all PIN's must be 4 or 6 digits.

Driver Name (Last, First, MI)	Driver ID

Driver Name (Last, First, MI)	Driver ID

Standard Billing PURCHASE RESTRICTIONS <input type="checkbox"/> No Restrictions	<input type="checkbox"/> Fuel Only
<small>Note: Purchase authority restrictions may not be enforced at point-of-sale if electronic authorization is inoperative</small>	
Shell Fleet Plus PURCHASE RESTRICTIONS <input type="checkbox"/> No Restrictions <input type="checkbox"/> Fuel Only <input type="checkbox"/> Fuel and Oil Only	<input type="checkbox"/> Fuel, Oil, and Vehicle Maintenance <input type="checkbox"/> Only Vehicles with a check mark in the section below to be restricted to Fuel only purchases
<small>Note: Purchase authority restrictions may not be enforced at point-of-sale if electronic authorization is inoperative</small>	

Card Number: A 4-digit number that you may assign or leave blank for us to assign
Company Assigned Vehicle #: Optional field for which you may assign up to 17 numbers or letters (e.g. VIN)
Embossing: The License Tag, Vehicle Description, or Company Assigned Vehicle Number may be embossed on the bottom line of your cards. Please circle the heading below, of the field to be embossed. The same field must be chosen for all cards.

Issue Designated Station Card? Yes No **Retailer Number** _____
(Card good only at designated location) (11-Digit Location Number, required for Designated Stop Card)

VEHICLE LISTING – Optional for Shell Fleet Plus Billing ONLY (Not available for STANDARD Billing)

Card # 4 Digit No.	Dept. #	License Tag	Registration State	Vehicle Description			Company Assigned Vehicle Number	Odometer		Fuel Only		Purchase Restrictions Office Use Only
				Yr	Make	Model		Yes	No	Yes	No	

Return via fax to (800)767-1325