



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 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 22, 2007