



United States Department of State

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

## **NOTICE**

### **Utility Tax Exemption Reminder**

The Department's Office of Foreign Missions (OFM) wishes to remind all foreign missions and their eligible personnel that tax exemption cards may *not* be used to obtain relief from taxes imposed on utility services and that requests for tax exemption on utility services may *not* be submitted directly to utility vendors. Eligible missions and their members may apply for the exemption from taxes imposed on utility services **ONLY** through the following process:

- Using the Department's E-Government Program, complete a request of Exemption from Utility Taxes for each utility company to which a request is being made. If more than one account is being held with a company (for example, each phone line/number is a separate account) one form for each account must be completed.

\*New York State requires submission of its DTF-950 to OFM along with the request for Exemption from Utility Taxes.

All foreign missions should note that OFM will only request a copy of pertinent utility bills in situations where the company providing such service is not currently in OFM's system. Therefore, billing statements, photocopies of tax-exemption and protocol identification cards, or other documents are not required nor accepted for utility tax exemption request. Also, foreign missions and international organizations are reminded that some charges that appear on monthly billing statements as "taxes" are, in fact surcharges and/or fees for which an exemption is not provided to foreign missions and their members under the Vienna Conventions on Diplomatic and Consular Relations.

OFM requests that foreign missions review the rules governing tax-exemption on utility services with each of its eligible applicants. Such rules are available on the OFM Internet website at <http://www.state.gov/ofm/tax/utility>.

If there are questions or concerns, please contact OFM's Office of Diplomatic Property, Tax, Services and Benefits by telephone at (202) 895-3500, extension 2, or by electronic mail at [ofmtaxcustoms@state.gov](mailto:ofmtaxcustoms@state.gov), or the nearest regional office.

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