



United States Department of State

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

NOTICE

Gasoline Tax Exemption New Shell Business Application

The Office of Foreign Missions (OFM) recently learned that effective April 1, 2011, Shell will only accept the submission of newly designed Business Card applications to provide gasoline tax-exempt credit cards for foreign missions, international organizations and their eligible personnel. These applications can be found at all participating Shell gasoline stations or the OFM website at: <http://www.state.gov/documents/organization/159481.pdf>

All new gasoline tax exemption application must include a signed copy of the New Shell Card application form along with the E-Gov Transaction ID print out that is sent to OFM Customer Service in Washington DC or the nearest OFM Regional Office for verification and processing. It is then forwarded by OFM directly to the Shell diplomatic accounts representative. ***Shell card applications submitted after April 1st, using the old Business Credit Card application will have to be resubmitted to OFM.***

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/.

Please do not mail or fax applications directly to the gasoline company as they are not authorized to exempt taxes without OFM approval.

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.

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