



United States Department of State

Office of Foreign Missions
Washington, D.C. 20520

NOTICE

New Requirements for Requesting Tax-Relief Privileges

The Office of Foreign Missions (OFM) wishes to announce the latest enhancement to the Department's E-Government (E-Gov) Tax-Exemption Application.

Effective January 1, 2013, foreign missions and their eligible personnel will be able to upload via E-Gov the supporting documents required to complete requests for tax-exemption privileges. As a result, OFM will no longer accept hardcopy/paper submissions of the documents outlined below:

- ***Gasoline Tax Exemption Applications:***
 - **For all accounts:** Attach gasoline credit card application.
 - **For New York accounts only:** Also attach Form FT-505.1, *Government Entity Credit Card Refund or Credit Election*, which can be found at <http://www.state.gov/documents/organization/124826.pdf>.
- ***Utility Tax Exemption Applications:***
 - **For New York accounts only:** Attach Form DTF-950, *Certificate of Sales Tax Exemption for Diplomatic Missions and Personnel*, which can be found at http://www.tax.ny.gov/pdf/current_forms/st/dtf950.pdf.
 - **For all other accounts:** No required supporting documents.
- ***Tax Exemption Card Applications:***
 - **For the Replacement of a Lost or Stolen Tax Exemption Card:** Attach a diplomatic note or letter explaining when and where the card in question was lost or stolen.
 - **For all other requests:** No required supporting documents.

Please note that attached documents must be in either PDF or JPG format.

For additional questions or comments concerning this information, please contact OFM's Office of Property, Taxes, Services & Benefits by telephone at (202) 895-3500 ext. 2 or by electronic mail at OFMTaxCustoms@state.gov. Persons located outside the Washington, DC area can contact their nearest regional office.