

UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK

October 7, 2013

HC-101-13

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and to the United Nations Secretariat and has the honor to inform them of the revised policies and procedures concerning the Department of State's authorization of gasoline tax exemption for the Permanent Missions, the United Nations Secretariat, and their members and dependents in the United States. This note supersedes any other guidance or information published by the United States Mission concerning this topic.

The Department's Office of Foreign Missions (OFM) defines gasoline to include diesel fuel.

The Permanent Missions and their members are reminded that diplomatic tax exemption cards may not be used to obtain relief from taxes imposed on purchases of gasoline and that tax exemption requests may not be submitted directly to gasoline vendors. Rather, this benefit is facilitated solely by means of tax-exempt oil company credit card accounts. Offices or individuals with existing

DIPLOMATIC NOTE

“non-exempt” oil company credit card accounts are required to apply for a new account through the following procedure.

Missions and their members should submit an application for gasoline tax exemption on the Department’s E-Government (E-Gov) system. Requestors must upload via E-Gov a completed business/fleet credit card application from a participating oil company. A list of participating companies and some business/fleet credit card applications are available at:

<http://www.state.gov/ofm/tax/gas/>. Missions and their members located in New York must also upload via E-Gov Form FT-505.1, *Government Entity Credit Card Refund or Credit Election*. Form FT-505.1 can be found at http://www.tax.ny.gov/pdf/current_forms/misc/ft505_1.pdf.

Gasoline tax exemption applications may be submitted as official or personal requests, as appropriate. Official requests must include the correct address of the mission, as well as a point of contact (who may be an employee not otherwise entitled to privileges, such as a U.S. citizen, lawful permanent resident, or someone “permanently resident in” the United States). Personal requests must include the correct name, personal identification number, and residential address for the requestor. The requestor should add a remark if his or her address has changed since previously contacting OFM. Furthermore, the address provided on the credit card application must match the mission or residence address, as

appropriate, and the signature on the credit card application must match the mission contact or individual requestor.

Please note that it may take up to three months to receive the credit card from the oil company. If the gasoline credit card is not received after three months, please contact OFM.

Questions or concerns with respect to the policy and procedures addressed in this note may be directed to OFM's New York Regional Office at (646) 282-2825 or OFMNYCustomerService@state.gov.

The United States Missions to the United Nations avails itself of this opportunity to renew to the Permanent Missions the assurances of its highest consideration.

A handwritten signature in blue ink, consisting of several overlapping loops and lines, located in the lower right quadrant of the page.