



United States Department of State

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

November 29, 2018

NOTICE

Shell Gasoline Credit Card Accounts

The Office of Foreign Missions (OFM) wishes to reference its Notice dated October 5, 2018, regarding Shell Gasoline Credit Card Accounts. OFM has become aware that Shell has sent new fuel card forms (example attached) to all account holders during their transition to their new credit card issuer WEX.

OFM is working with Shell and WEX on establishing guidance for transitioning existing accounts. In the meantime, OFM is requesting that foreign missions and their members disregard the fuel card form and continue to use their current Shell credit card.

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.



Step 1: Complete and sign the form included with this letter.

Step 2: Include a document that states your business physical address. Some acceptable forms of documentation are:

- Business license
- Lease agreement
- Utility invoice
- Government-issued document
- Bank account statement that includes the physical address

Step 3: Return both the form and the business physical address documentation via fax or email.

- **Fax: 1-207-761-3590**
- **Email: Shellinforeturn@wexinc.com**
- **For questions, call 1-855-886-6705**

Please complete the information below for your new Shell Fleet Card account.		
Company Name:		Account Number:
Taxpayer ID #/ EIN:	State of Incorporation:	Date Business Started:
Your Name:	Phone:	Email:
Physical Address:		
Mailing Address:		
Signature:		Date:

Our bank complies with Federal Law which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.

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