



United States Department of State

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

June 16, 2020

NOTICE

Exxon and Sunoco Citibank Mission Accounts

Effective July 2020, Citibank will be required to have on file the full name and date of birth of each individual cardholder associated with all corporate accounts. Consequently, all missions will be required to provide the full name and date of birth for cardholders associated with Exxon and Sunoco fleet credit cards issued by Citibank. The same requirement applies for corporate Home Depot, Office Depot, or Staples credit cards issued through Citibank.

Foreign Missions are encouraged to contact Citibank at 1-866-321-8539 and provide the required information. Alternately, Citibank will contact foreign missions, either via phone or mail, requesting the name and date of birth for each cardholder. Citibank requests that foreign missions provide the required information as soon as possible to avoid the suspension of accounts.

Please contact Citibank at 1-866-321-8539 with any additional questions or comments.