



United States Department of State

*Washington, D.C. 20520*

December 22, 2022

## NOTICE

### **Gasoline Mission Tax-Exempt Accounts**

The Office of Foreign Missions (OFM) refers to its notices “Exxon Gasoline Credit Card Accounts,” dated May 20, 2022, “Exxon Gasoline Credit Card Accounts,” dated June 2, 2022, and “Exxon Gasoline Credit Card Accounts,” dated August 15, 2022, regarding Exxon gasoline credit card accounts. OFM further wishes to inform that the new Exxon gasoline credit card issuer, WEX, has extended the timeframe during which missions may transfer their accounts from Citi to WEX. Transfer packages may now be submitted **through March 31, 2023**.

If foreign missions or their members previously held either a mission or individual gas card through Citi, that account may be transferred to WEX by filling out the forms included in the August 15, 2022, circular note, found here:

<https://www.state.gov/circular-notes-and-notices-diplomatic-tax-exemptions/>

All submitted account transfers must be completed in eGov using the “Gasoline Tax Exemption” option. Fill out the on-screen information as you would a new gas card application. On the submission screen, the following documents must be uploaded:

- Certificate of Buyer of Taxable Fuel for use by a State or Nonprofit
- Tax Exemption and Reporting Enrollment Form
- Copy of the OFM issued identification card

Under the “Remarks” section, please state this is a transition package. Once submitted, the package will be transmitted to WEX for processing.

For questions concerning this matter, please contact OFM at [OFM-Policy@state.gov](mailto:OFM-Policy@state.gov).