



United States Department of State

Washington, D.C. 20520

March 17, 2023

NOTICE

Gasoline 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, and “Gasoline Mission Tax-Exempt Accounts” dated December 23, 2022, regarding gasoline credit card accounts. OFM recently has become aware of issues experienced by the foreign missions with regard to gasoline tax exempt accounts managed by WEX and wishes to provide further guidance.

OFM learned that WEX will only accept the submission of the newly designed Shell Fleet Card and Chevron/Texaco credit card applications to provide gasoline tax-exempt credit cards for foreign missions, international organizations, and their eligible personnel. The application can be found on the OFM website at: <https://www.state.gov/gasoline-tax-exemption/>. All applications submitted with the old forms must be resubmitted.

OFM has further learned that the gasoline credit card issuer, WEX, will only extend tax exemption on the credit card issued to foreign missions, international organizations, and their eligible personnel upon receipt of a complete package that includes a Tax Exemption and Reporting Program Enrollment form, a Certificate of Buyer of Taxable Fuel form for federal exemptions, and any required State forms obtained from the appropriate State governing body. Until all the forms are received by WEX, the credit card will not provide tax exemption.

The Department wishes to remind foreign missions and their members

that if they previously held either a mission or individual gas card for **Exxon** through Citi but have not submitted a transfer package via OFM, that account will not be tax exempt. However, that account may still be transferred to WEX by following instructions provided in the Department's notices dated December 23, 2022, and August 15, 2022.

The Department further wishes to remind the missions that to avoid suspension of accounts, extension of tax exemption and delays in processing of new accounts, missions, international organization, and eligible personnel are expected to pay their account balance as outlined in the credit card agreement.

Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available on OFM's website at www.state.gov/ofm/tax/.

Questions concerning this information should be directed to OFM by email at OFM-Policy@state.gov.