

THE MISSION TAX EXEMPTION CARD AT A GLANCE



This card authorizes the mission to receive nationwide exemption from:

EXEMPT FROM TAX ON PURCHASES, INCLUDING TAXES ON HOTEL ROOMS

Exemption may only be authorized if payment is made with an official check or credit card bearing the name of the Mission. For questions, please contact (202) 895-3500 ext 2 between 8 am and 5 pm EST (Monday - Friday) or visit www.state.gov/ofm/tax. This card is the property of the U.S. Department of State.



This card authorizes the mission to receive nationwide exemption from:

EXEMPT FROM TAX ON PURCHASES OVER \$50; INCLUDING HOTEL TAXES

Exemption may only be authorized if payment is made with an official check or credit card bearing the name of the Mission. For questions, please contact (202) 895-3500 ext 2 between 8 am and 5 pm EST (Monday - Friday) or visit www.state.gov/ofm/tax. This card is the property of the U.S. Department of State.

THE MISSION TAX EXEMPTION CARD

The Mission Tax Exemption Card is used only for official purchases by a foreign consulate or embassy. All purchases must be made in the name of the mission and paid for by a mission check or credit card (not cash or personal check). For example, the purchasing agent may use the card to buy office supplies or to book hotel rooms for a visiting official delegation from a foreign country, providing the reservation is in the name of the mission and the bill is paid for by a mission check or credit card. The person whose name and photo appear on the card is the mission's point of contact and is responsible for ensuring the accuracy of the exemption. This individual does not need to be present when purchases are made in the name of the mission.

BLUE striped cards exempt the bearer from all state and local sales, restaurant, lodging, and other similar taxes.

YELLOW striped cards require the bearer to purchase a minimum amount of goods or services before the bearer is entitled to tax exemption. The requirements may range from a specified purchase amount or could exempt certain sectors, with the most common exclusion being hotel taxes.

Consistent with its international legal obligations and pursuant to the Foreign Missions Act (22 USC 4301 et seq.), the Department of State issues Diplomatic Tax Exemption Cards to certain employees assigned to official duty at foreign missions in the United States, including embassies, consulates, and international organizations.



DEPARTMENT OF STATE
BUREAU OF DIPLOMATIC SECURITY
Publication XXXXX
Released January 2008

THE DIPLOMATIC CUSTOMER

DIPLOMATIC TAX EXEMPTION PROGRAM



A GUIDE TO ASSIST MERCHANTS
WITH TAX EXEMPT PURCHASES
BY FOREIGN DIPLOMATIC
AND CONSULAR PERSONNEL

OFM
OFFICE OF FOREIGN MISSIONS
U.S. DEPARTMENT OF STATE

WHAT IS THE DIPLOMATIC TAX EXEMPTION PROGRAM?

The U.S. Department of State grants tax exemption privileges to eligible foreign officials on assignment in the United States. Foreign officials and government offices that are entitled to tax exemptions are issued a Tax Exemption Card. These credit card-sized plastic cards are valid nationwide and in the Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands. For identification purposes, the individual's name, photograph, mission employed by, expiration date, and protocol identification number are provided on the card.

HOW DOES THE PROGRAM WORK?

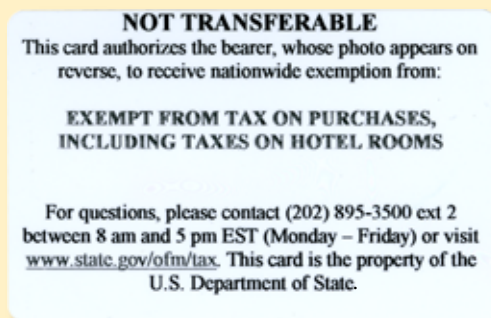
Tax Exemption Cards are used at the point of sale for exemption from state and local sales, restaurant, lodging/occupancy, and other similar taxes charged to customers. These cards do not authorize an exemption for taxes imposed on utilities, gasoline, and vehicle purchases. The authorized level of tax exemption is indicated by the blue or yellow stripe and is stated in detail on the back of each card. Vendors must check cards to comply with exemption restrictions.

For more information on the Tax Exemption Program, refer to the Office of Foreign Missions (OFM) Web site, www.state.gov/ofm, or contact the nearest regional OFM office.

OFM REGIONAL OFFICES:

Chicago: (312) 353-5762
Houston: (713) 272-2865
Los Angeles: (310) 235-6292
Miami: (305) 442-4943
New York: (212) 826-4500
San Francisco: (415) 744-2910
Washington, DC: (202) 895-3500

THE PERSONAL TAX EXEMPTION CARD AT A GLANCE



THE PERSONAL TAX EXEMPTION CARD

Personal Tax Exemption Cards are used at the point of sale for exemption from state and local sales, restaurant, lodging, and other similar taxes normally charged to customers. This card does not authorize the exemption of taxes on utilities, gasoline, and vehicle purchases. Some cards have restrictions on tax-free purchases. The authorized level of tax exemption is indicated by the colors blue or yellow and is stated on the back of each card. Vendors must check cards to comply with exemption restrictions.

- BLUE striped cards** exempt the bearer from all state and local sales, restaurant, lodging and other similar taxes.
- YELLOW striped cards** require the bearer to purchase a minimum amount of goods or services before the bearer is entitled to tax exemption. The requirements may range from a specified purchase amount or could exempt certain sectors, with the most common exclusion being hotel taxes.

Personal Tax Exemption Cards are not transferable.

Only the person whose photo appears on the front side of the card is permitted to use it.