



United States Department of State

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

NOTICE

New Sunoco Business/Fleet Application

The Office of Foreign Missions (OFM) recently learned that effective immediately, as a result of in conjunction with Sunoco changing their credit card provider, Sunoco now requires the submission of new Business/Fleet Credit Card applications in order to authorize/ to provide gasoline tax-exempt credit cards for foreign missions, international organizations and their eligible personnel. Attached is a copy of the new, blank Sunoco Business/Fleet Credit Card applications. These applications can also be found at all the participating Sunoco gasoline stations

If a mission recently applied for Sunoco tax exemption and used the old Sunoco Business Credit Card application, it has to reapply with the new Sunoco Business Credit Card application. All applications must be resubmitted to OFM, along with a form DS-99, "Application for Diplomatic Exemption from Taxes on Gasoline." Please do not mail or fax applications directly to the gasoline company.

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

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.

Attachment 1: Blank Sunoco Business/Fleet Credit Card

October 25, 2007

Sunoco puts you on the road to efficient fleet fuel management



Designed for smaller fleets with fewer needs for customized reporting, Sunoco Corporate fleet card features the same convenient basic features as SunTrak® fleet card in a smaller package.

Sunoco Corporate fleet card revolving features:

- Easy-to-understand monthly statements that display date, time, gallons, products, location and total amount of every Sunoco purchase
- Accepted at more than 4,600 Sunoco locations nation-wide
- Pay at pump convenience
- Unlimited cards at no extra cost
- Account Online – easy access to account information whenever you need it
- No monthly or annual fees

SunTrak® Fleet Card

SunTrak® fleet card reduces your paperwork and increases your control.

Sunoco's SunTrak® fleet card puts you in the driver's seat, giving you greater control over expenses, security and tracking, while reducing the amount of hassles and paperwork you have to face.

SunTrak® fleet card features:

- Account Summary Report, Discount Report and Payments/Adjustments Report for every account, plus:
- Invoice Report
- Driver Report
- Discount Report
- Payment and Adjustment Report
- Tax - Exempt Report (if applicable)
- Accepted at more than 4,600 locations nation-wide
- Low \$10 monthly fee
- Tax-exempt billing available for qualified organizations
- Driver prompts provide increased tracking (such as driver, vehicle and odometer)
- In-station cards: kept on file at the location of your choice
- Account Online – manage all facets of your account whenever you need to from your computer

Fee	Monthly %	Per \$ 0.15	Default	Monthly Special	Rebate \$
\$100 - \$199	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$200 - \$299	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$300 - \$399	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$400 - \$499	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$500 - \$599	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$600 - \$699	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$700 - \$799	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$800 - \$899	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$900 - \$999	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$1,000 - \$1,099	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$1,100 - \$1,199	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$1,200 - \$1,299	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$1,300 - \$1,399	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$1,400 - \$1,499	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
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\$2,900 - \$2,999	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$3,000 - \$3,099	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$3,100 - \$3,199	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
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\$4,000 - \$4,099	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
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\$9,900 - \$9,999	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00
\$10,000 - \$10,099	2.5%	\$2.50	\$2.50	\$2,500.00	\$25.00

Rebates are automatically applied to your monthly statements and subject to change at any time without notice.

*Please see Sunoco's Fleet Card Handbook for more information.



SunTrak® Fleet Card Offers Flexible and Detailed Reports

SunTrak® fleet card customers receive an Account Summary Report each month, showing subtotals for every card or vehicle, as well as total spending.

Questions?

For more information about Sunoco's products and programs, call our sales team at (800) 935-3367.

COMMERCIAL CREDIT CARD APPLICATION

All fields must be completed to ensure timely processing. Please print clearly and use black ink only.

First Name: _____ Last Name: _____
 Title: _____
 Physical Address (No P.O. Box): _____
 City: _____ State: _____ Zip: _____
 Mailing Address: _____
 Business Type: Government Non-Profit Other _____
 Business Name: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Fax Number: _____
 If you are tax exempt, please attach state exemption certificate (attach to back of application).

Business Type: Government Non-Profit Other _____
 Business Name: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Fax Number: _____
 If you are tax exempt, please attach state exemption certificate (attach to back of application).

Personal Guarantee: _____
 Signature of Authorized Officer: _____
 Date: _____

Special embossing on cards - line 3 (back of) _____
 up to 17 characters, including spaces

SunTrak® fleet card customers must complete the back.

Fax front and back of application to 1-800-771-2236 or tear off completed application, fold, seal, and mail.