

Diplomats & Missions Guide

Please locate your state for form links and special instructions.

State	Form	Form Link	Special Instructions
All Applicable	Copy the front and back of your tax exemption card issued by the U.S. Department of State	See Special Instructions	Cards are used at the point of sale for tax exemption from State, local sales tax and similar taxes normally charged to customers. Some cards have restrictions on tax-free purchases. Cards are not transferable. Only the person whose photograph appears on the front side of the card may use it. Vendors may ask for additional identification such as a driver's license. The personal name or embassy referenced on card must match our bill-to. Mission tax exemption cards are issued to embassies, consulates, and international organizations for official purchases only and for the sole benefit of the mission identified on the face of the card. All purchases must be made in the name of the mission and paid for by mission check or credit card (not cash or personal check). Personal purchases are prohibited when using a mission tax exemption card.