



General Services Administration

May 4, 2010

GSA SMARTPAY® SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 010**

GSA SmartPay® – Tax Exemption for Travel Cards

EFFECTIVE DATE: From Issuance until superseded

INTRODUCTION:

GSA's Office of Travel, Transportation and Asset Management has historically maintained tax exemption forms and other travel related information on their portion of the GSA website. Upon inspection of the site, it was determined that the forms and other tax related information maintained on their site were no longer accurate and had become outdated. As a result, the site was taken down and users are now being directed to the GSA SmartPay website.

BUSINESS LINE(S) AFFECTED:

Travel and Integrated (travel)

SUMMARY:

1. In 2008, the Center for Charge Card Management (CCCM) began working with states to update their tax exemption information for the transition to the GSA SmartPay2 program. As our office received letters from the states, we posted them to our website. There are a few states which refuse to provide any response to our letters requesting tax exemption information.
2. As a general rule, states do not usually exempt IBA cards. Travelers should check the GSA SmartPay website to see which cards (if any) are exempt by the states. In some cases, the states have provided websites where travelers can go and download tax exemption forms. CCCM has found that these forms change frequently and we are not notified of the changes. To keep cardholders from possibly downloading an outdated form, we ask that cardholders visit the site provided by the state to obtain the most current version of the tax exemption form.
3. CCCM is continuing to work with the states on the tax exemption process. We have developed a quick overview of tax exemption status for each state that is attached

to this Smart Bulletin. For more detailed information, please visit the individual state tax letters on the GSA SmartPay website.

ACTION:

Agency/Organization Program Coordinators (A/OPCs) may provide the attachment to cardholders as necessary. In addition, A/OPCs shall direct their cardholders to the Tax Information portion of the GSA SmartPay website: <http://www.smartpay.gsa.gov>

David J. Shea
Director
Office of Charge Card Management

If you have any questions or comments regarding this Smart Bulletin, please contact CCCM at 703-605-2808 or via email at: gsa_smartpay@gsa.gov

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Attachment