



DEPARTMENT OF THE AIR FORCE
337TH AIR SUPPORT FLIGHT (PACAF)
U.S. EMBASSY CANBERRA, AUSTRALIA

01 August 2022

MEMORANDUM FOR DOD SOFA MEMBERS STATIONED IN AUSTRALIA

FROM: 337th AIR SUPPORT FLIGHT, CANBERRA AUSTRALIA

SUBJECT: Fuel Tax Reimbursement for Members under the Status of Forces Agreement

1. The Fuel Tax Reimbursement program enables SOFA status members assigned to Australia to receive a refund of Australian taxes after purchasing petrol for use in their personal vehicles. The program takes advantage of a provision in the SOFA allowing for tax-free sales to eligible DoD members, without the need to establish the traditional AAFES-operated gas station or gas coupon system found at other overseas installations. This program provides a significant benefit to our members; approximate reimbursement amounts are from the Goods and Services Tax (GST) equal to **10% of cost per liter and Excise Tax approximately equal to \$.38 (AUD) per liter of petrol consumed.**
2. The significant provisions of the program include:
 - a. **Eligibility:** Department of Defense members stationed in Australia in a permanent duty status under SOFA status and their dependents.
 - b. **Status of Accounts:** Accounts are private between the credit provider (*Motorpass*) and the individual cardholder. Individuals may use the *Motorpass* card at over 8,000 service stations nationwide to purchase petrol at the posted rate, including most Ampol, BP, Caltex, Mobil and Shell outlets. Always check before you pump that that particular station accepts the *Motorpass* card.
 - c. **Billing Cycle:** The *Motorpass* billing cycle is based on the calendar month, with individual members receiving notice of their account activity for the previous month during the first week of the following month. **Bills are paid by direct debit from individual members Australian bank accounts on the 15th of every month.**
 - d. **Fuel Tax Reimbursement Cycle:** *Motorpass* employees will provide the 337th Air Support Flight (ASUF) a monthly accounting of the liters purchased by each member at the end of each month. The 337 ASUF will then submit an aggregated claim to the Australian Tax Office (ATO), and the Australian Defence Force (ADF) for reimbursement of the Excise Tax and GST. After receiving reimbursement from the ATO and ADF the U.S. Embassy's Financial Management Center will electronically deposit the combined refund into each member's U.S. bank account. **NOTE: This process can take a couple of months, due to the multi-stage process the refunds must go through.**
 - e. **Ration Amounts:** Unaccompanied members are entitled to reimbursement for up to **350 liters** per month and accompanied members with driving dependents are entitled to **700 liters** per month per family.
 - f. **Closure of Accounts:** Members *must* contact 337 ASUF to report their departure date to close their account. Members are also responsible for proof of the destruction of the card(s) via email or telephone call to 337 ASUF. Members are responsible for maintaining sufficient funds in their Australian bank accounts to pay their



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monthly bills and for keeping the account open until the final bill is paid prior to Permanent Change of Station (PCS).

- g. **Fees:** *Motorpass* charges \$5.00(AU) joining fee per card, this is also charged to add subsequent cards. The monthly fees is \$3.37(AU) management fee per card, under the account. **Additionally**, there is a \$15.00 fee for exceeding the monthly liters limit.
3. The enclosed application forms provide the details for the members to establish their accounts. This program is unique in that it does not have the typical controls found in an AAFES operation. Therefore, Commanders, Installation Chiefs or Directors of Personnel (DP) must verify eligibility by reviewing members' orders, signing their application forms, and ensuring members' accounts with *Motorpass* are properly closed prior to PCS. This is a privilege for which we are afforded under the SOFA – and the Australian government expects us – to strictly police. Misuse of the card for fuel purchases for vehicles other than those registered in the military members' name will result in cancellation of the privilege, in addition to appropriate disciplinary action by the individual's command.
4. Please complete all sections of the attached application and return to the 337 ASUF. Upon receipt of the application, the 337 ASUF will forward the application to *Motorpass* and the gas credit card will arrive in a few weeks. Please mail the application to the following address:

Australian Post
337 ASUF/FM
U.S. Embassy
21 Moonah Place
Yarralumla ACT 2600

OR

US POST
US DEPARTMENT OF STATE
337 ASUF/FM
7800 CANBERRA PLACE
WASHINGTON DC 20521-7800

If you have any questions or suggestions, please contact SSgt Kyle Turner or MSgt Knight at (02) 6214-5827/5979 or email at kyle.turner.9@us.af.mil or antawn.knight@us.af.mil

BRIAN S. BARBA, Lt Col, USAF
Commander, 337 ASUF

REGIONAL FINANCIAL MANAGEMENT CENTER

CANBERRA

In line with U.S. Congressionally mandated requirement that all Federal payments be converted to Electronic Funds Transfer (EFT), FSC Bangkok requires the details set forth herein to convert Australian Dollar salary payments from the current check method to EFT.

DIRECT DEPOSIT SIGN UP

Directions: 1) PLEASE TYPE OR BLOCK PRINT CLEARLY
 2) ATTACH A VOIDED, BLANK PERSONAL CHECK
 3) ALL SECTIONS **MUST** BE COMPLETED

EMPLOYEE INFORMATION

NAME:		
(Last)	(First)	(Middle)
LAST FOUR DIGIT SSN (AMER):		LES NUMBER:
USDH EMPLOYEE ID (STATE ONLY):		
ADDRESS:		
E-MAIL ADDRESS:		

AGENCY INFORMATION

AGENCY/SECTION:	OFFICE TELEPHONE NUMBER:
ICASS AGENCY CODE TO CHARGE:	

FINANCIAL INSTITUTION INFORMATION

NAME OF FINANCIAL INSTITUTION:	
BRANCH AND ADDRESS:	
* ACCOUNT NAME :	
** ACCOUNT NUMBER:	
ROUTING NUMBER : (AMER)_____ (9 digit number on lower left part of check)	
BANK CODE (BSB): (AUST)_____ - _____ (6 digit number on lower left part of check)	
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	

* Name exactly as it appears on bank statement.

**If more than 10 digits, attach copy of bank statement (exclude financial information).

CERTIFICATION:

In signing this form, I authorize my payment to be sent to the financial institution named above to the designated account.

SIGNATURE OF ACCOUNT HOLDER

DATE

(RFMC will not process this application without the proper signature.)

RFMC APPROVING OFFICER

DATE



UNITED STATES GOVERNMENT
U. S. EMBASSY

Canberra, Australia
Tel : +61 (2) 6214 5600

AUTHORIZATION FOR ACCOMMODATION EXCHANGE

☐ PCS or ☐ TDY

Date: _____

Full Name: _____

Current Home Address: _____

Current Home Telephone: _____

E-mail address : _____

Agency/Section: _____

Phone: _____

Length of Stay FROM: _____ TO: _____

Agency Head printed name: _____

ICASS Agency Code to Charge: _____

Signature of Agency Head: _____ Date: _____

If you are at post on **TDY**, please provide Control Officer's Name and Agency/Office

Control Officer: _____

Control Officer's _____

Agency/Office: _____

Control Officer is responsible for providing contact information if follow up is required.

Signature of US Embassy FMO: _____ Date: _____

PLEASE NOTE:

To provide access to an Eligible Family Member (EFM) for Accommodation Exchange, you must provide *Power of Attorney* for this purpose. Please ask Cashier for *Power of Attorney* form.

To access the cashier after normal operating hours or to request to cash a check for more than the weekly maximum amount (\$1,000), you must obtain Financial Management Officer or Management Officer approval. However, approval will be given sparingly and will only be granted in emergency circumstances. Note: Forgetting to cash a check before the weekend is not an emergency.



Motorpass Individual Application Form for the Embassy of the United States of America

Please return completed applications to:

337ASUF.FM.Finance@US.AF.MIL

Enquiries: (02) 6214 5979



Do not apply online

For the fastest and most convenient way to apply, visit www.motorpass.com.au

Member get member reward!

ACCOUNT/MERCHANT NAME

Enter referrer details (if applicable)

ACCOUNT/MERCHANT NUMBER

Account Details (All applicants to complete relevant sections)

Please complete all sections. Choose Option (1. DRIVER & VEHICLE) or (OPTION 2. DRIVER ONLY). OPTION 2. DRIVER ONLY is suggested.

Individual Application Details

Family name:

Given name:

Residential address: (No APO/DPO)

Postal address: (No APO/DPO)

Telephone number (landline): mandatory

Mobile phone:

Email address:

Driver's Licence number:

Expiry date:

Date of birth:

Position held:

Employer:

Employer's phone number (landline): mandatory

Mobile phone:

Employment commenced: (Date Arrived in Country)

☒ Full time ☐ Part time

Credit Limit Requested

Please calculate the **total** amount required for all cards on your account per six week period.



Example: 3 cards x \$200 each per week = \$600

\$600 x 6 weeks = **\$3,600 Total Credit.**

Fuel & Oil

\$ 600.00

Other purchases*

\$1,400.00 =

Total Credit Limit Requested

\$ 2,000.00 Per Card

*Remember to include any additional purchases, such as tyres, service or repairs.

Payment Options

Request and Authority to debit the account named below to pay Wright Express.

Surname or Last Name:

Given Names or First Name:

("you")

We request and authorise Wright Express (Direct User Identification Number 028424) to arrange, through its own financial institution, for any amount Wright Express may debit or charge us from time to time to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to Wright Express, subject to the terms and conditions of the Direct Debit Request Service Agreement.

Insert the name and address of the financial institution at which the account is held

Financial Institution Name: ***Australian Banks only***

Australian Bank Address:

Insert details of account to be debited

Account Name (ie. JOHN SMITH):

BSB:

Account Number:

Acknowledgement

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and us as set out in this Request and in this Direct Debit Request Service Agreement. Debit Payments will be made fourteen days after the issue of a billing advice.

Before signing, read the Direct Debit Request Service Agreement below

(for a company, sign and print full name and capacity for signing)

Signature:



Date:

FEES

Management Fee

\$2.69

Card Fee

\$0.68

Total Fee

\$3.37



Motorpass statements will be sent electronically to your nominated email address.



Please send me paper statements: a fee of \$3.95 per statement applies.

***Direct Debit Request Service Agreement** This agreement sets out the terms on which you have authorised Wright Express to arrange for amounts owing to Wright Express to be debited from your account at your financial institution. 1. Debiting arrangements

– Our ('Wright Express') obligations to you: The details of your debiting arrangement are shown in your Direct Debit Request (DDR). By you signing the DDR, you authorise us to debit the amounts that become payable to us from your account at the financial institution

written on your DDR. We will only arrange for funds to be debited from your account if we have sent to the address stated on the DDR a billing advice specifying the amount payable by you to us and when it is due. If a debit date falls on a day which is not a business day, the debit will be made on the next business day. We will keep your direct debit records and account details confidential, except where the disclosure of certain information is required by law or is necessary for the purposes of this agreement. We may vary any details of this agreement at any time after giving you 14 days written notice. 2. Your rights – You can discuss, and in some instances change, arrangements under the DDR by phoning us on 1300 366 109. If you wish to stop, defer or cancel the payments under the DDR, you must notify us in writing at least 3 business days before the next debit date. If you consider that there has been an error in debiting your account, you should call us on 1300 366 109 in the first instance. If we cannot resolve the matter, you can still refer it to your financial institution. 3. Your responsibilities – It is your responsibility to: • ensure that your financial institution accepts direct debits on your nominated account (direct debiting may not be available on all accounts); • ensure that there are sufficient funds in your nominated account by the due date to enable debits to be made by us. If debiting is unsuccessful due to insufficient funds, we reserve the right to re-draw at such times as we determine and you may be charged a fee by us and your financial institution; • ensure that your account details on your DDR are correct and that the authority given to us to debit your nominated account is consistent with the account authority or signing instructions held by your financial institution for that account; • advise us if your nominated account is transferred, closed or any other account details change; • arrange a suitable payment method if your debiting arrangements are cancelled; and • ensure that any goods and services tax on a supply made in connection with this agreement incurred by us is payable by you.

Vehicle Management System

Name to appear on all cards (max. 25 characters): (Members Name)

- ☐ 1. PIN authorisation required for **ALL** cards - PIN must be set prior to use ☐ Odometer readings required when purchasing fuel - please tick*
- ☐ 2. PIN authorisation required for **SOME** cards - select cards below
- ☐ 3. PIN authorisation **NOT** required

***Mandatory* (Choose option 1 OR 2) whichever best suits your needs.**

Total number
of cards required:

Use one option only; choose option 1 or 2.

Please contact us if you need extra cards.

Fuel	Oil	Services	Tyres	Wash
X	X	X	X	X

Customised restrictions are available on request.



OPTION 1. DRIVER & VEHICLE

Driver's name & vehicle registration, signature strip required (Australian registered vehicle mandatory)

Driver's Name (up to 20 characters)	Vehicle Registration (up to 8 characters)	Vehicle Make (up to 15 characters)	Vehicle Model (up to 12 characters)	Card Controls	Cost Centre Code	Cost Centre Description	PIN required
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>



OPTION 2. DRIVER ONLY *(Best Option)*

Driver's name only, signature strip required (Cards are registered to individuals not vehicle)

Driver's Name's (up to 80 characters)	Card Controls	Cost Centre Code	Cost Centre Description	PIN required
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

*Please note: This option is not available with 'Option 2 Driver Only' cards and this facility may not be available at all fuel sites.

Acknowledgements and Privacy Act Authorisations Please call 1300 366 109 for a full set of Terms and Conditions of Account which govern the use of the account and Motorpass cards. Please read this section carefully and sign the declaration at the end of the section. **Acknowledgements** Definitions Except for the purpose of the declarations, the following definitions apply throughout the application form: *you or your* means the applicant or applicants named in this application. *Us or we* means Wright Express Australia Pty Ltd. By making this application, you: 1. request and authorise *us* to open an account in *your* name and to issue Motorpass card/s for use on the account to such persons as *you* have requested; 2. acknowledge that *we* may approve the application and make an offer to *you* to provide an account to *you* on the terms and conditions set out in the Motorpass Terms and Conditions of Account (which will be supplied to *you* when an account is opened) by opening an account in *your* name; 3. acknowledge that by signing the application form, signing a Motorpass card, or using, or attempting to use a Motorpass card (whether by *you* or any other person authorised by *you*) *you* will be taken as having unconditionally accepted the Motorpass Terms and Conditions of Account as governing the use and operation of *your* account and any and all Motorpass cards issued by *us* for use on the account; 4. agree to provide a copy of the Motorpass Terms and Conditions of Account (as in force from time to time) to any person authorised by *you* from time to time to use a Motorpass card; 5. represent and warrant that the information provided in this application is true, correct and complete and *you* authorise *us* to check that information; 6. acknowledge that *we* rely on this information to consider *your* application; 7. acknowledge that a once only joining fee of \$50 per account applies; 8. authorise *us* to bill the account for monthly fees (as set out in the Motorpass Terms and Conditions of Account) which are subject to variation from time to time by notice to *you* in writing; and 9. authorise *us* to contact *your* bank, financial controller or accountant, trade references, contractors and landlord to verify and obtain details pertaining to this application. **Privacy Act Authorisations** By making this application *you* are providing personal information to enable *us* to assess your application for a Motorpass Card. Without this information, *we* may not be able to process *your* application. By submitting this application *you* agree that, subject to the Privacy Act 1988, for the primary purpose of assessing your application and administering the Motorpass card arrangements, *we* may: 1. give to a credit reporting agency personal information about *you* contained in the application or otherwise acquired by *us* and which is permitted to be kept on a credit information file; 2. obtain a consumer credit report containing information about *you* from a credit reporting agency for the purpose of assessing *your* application or for the purpose of collecting overdue payments relating to commercial credit provided by *us* to *you*; 3. exchange information about *you* with any credit providers named in this application or named in a consumer credit report issued by a credit reporting agency: 3.1 to assess an application for credit by *you*; 3.2 to notify other credit providers of a default by *you*; 3.3 to exchange information with other credit providers as to the status of *your* account where *you* are in default with other credit providers; or 3.4 to assess *your* credit worthiness; and *you* understand that the information exchanged can include anything about *your* credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to exchange under the Privacy Act 1988; 4. produce this application or a reproduction of it as evidence of this application for Motorpass cards and of the Acknowledgements; 5. use *your* personal information for additional purposes including planning, product development, partner offers and research; 6. provide *you* with, or arrange for a partner to provide *you* with, marketing information including special offers for cardholders (if *you* do not wish to receive any marketing offers, please call *us* on 1300 366 109); 7. exchange information about *you* with *your* nominated referees any person who has introduced *you* to *us*; 8. disclose to our related entities, alliance partners and service providers including bankers, electronic interface switch providers, roadside assist service providers, printers, insurance companies, mail houses, solicitors, auditors, professional advisers and debt recovery agents with whom *we* have a contract such of the personal information as is necessary by *us* to enable *us* to manage *your* account or to promote *our* or their products and services; We acknowledge that *you* may, without charge, request a copy of any personal information about *you* held by *us* by writing to *us* at Wright Express Australia Pty Ltd GPO Box 5342 Melbourne VIC 3001.

Declaration: I/We declare that the credit to be provided to me/us by the credit provider is to be applied wholly or predominantly for: • business purposes; or • investment purposes other than investment in residential property. **Important:** You should only sign this declaration if this credit application is wholly or predominantly for: • business purposes; or • investment purposes other than investment in residential property. By signing this declaration you may lose your protection under the National Credit Code.

I/We are duly authorised to sign on behalf of the applicant.

EMPLOYEE

:

Name (Printed):	<input type="text"/>
Position:	<input type="text"/>
Date of Birth:	<input type="text"/>
Driver's Licence Number:	<input type="text"/>
Signature	Date:
<input type="text"/>	<input type="text"/>

