



MasterCard Fleet Card Vehicle Set Up

Note: This form should be completed by the Agency/Organization Program Coordinator or Program Administrator for each vehicle plastic required. Please complete the application by typing in the data and printing to sign and fax. Please see page 3 for instructions. ONLY FAX to (605)-357-2092. Required fields denoted by an asterisk "**". Form will be returned if required fields are not completed.

Fax:	605-357-2092
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Section I: Reporting Parameters

1. Plastic Type*											2. Processing Unit ID/Corp ID (Maximum 5 characters)*									
3. Reporting Hierarchy*	Specify the complete 5-digit account Hierarchy Level (HL) numbers that pertain to your organization.																			
	HL1	HL2	HL3	HL4	HL5	HL6	HL7													

Section II: Vehicle Information

4. Agency/Organization Name to Appear on the Card (maximum 24 characters)*																	
5. 4th line embossing – This will be embossed on card under vehicle name. Maximum 24 characters.																	
6. Vehicle # to appear on the card (6 characters)*										7. Emboss "Fuel Only"*					<input type="checkbox"/> Y <input type="checkbox"/> N		
8. Card Activation Number (4 digits)*																	
9. Business Mailing Address Line 1 (include Billing Recipient Name – maximum 36 characters)* – Address must be U.S. or U.S. territory																	
9A. Business Mailing Address Line 2																	
City*																	
State*			Zip Code*														
10. Business Phone of Billing Recipient*																	
11. Business e-mail address																	
12. Secondary Verification Information*		For call in verification please select verification type and provide information															
		12A Make drop down in PDF										12B This space needs text field for info					

Section III: Authorization

13. Paper-Free Policy		You must register for CitiManager at www.citimanager.com/login in order to view your card account billing statement ("statement") and certain notices, including legal notices, for your card account ("notices") electronically. Once you register your account and ensure that the "Go Paperless" box is selected, you will receive your statements and notices electronically. Your statement as well as any notices that Citi makes available electronically now or in the future will be available to you for viewing on the CitiManager web site and will not be mailed to you, and Citi will send you an e-mail alert to the e-mail address(es) on file with Citi when your statement or a notice is ready for viewing.															
Signature		I, the undersigned, understand that the card is to be used for official purchases only. I understand that it is my responsibility to notify Citibank at 1-800-790-7206 (overseas call collect 904-954-7850) immediately if the card is lost or stolen.															
		14. Approving Agency/Organization Program Coordinator/Administrator's Name (printed)*						15. Approving Agency/Organization Program Coordinator/Administrator's Signature*						16. Date*			
														/ /			
17. Approving Agency/Organization Program Coordinator/Administrator's Phone Number									18. Approving Agency/Organization Program Coordinator/Administrator's Fax Number								
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Section IV: Account Specification

19. Master Accounting Code/GL Code <i>Maximum 75 characters</i>																								
20. MCC Template																								
21. Monthly Limit*					22. Single Dollar Trans Limit										23. ACR Key <i>(If ACR key is used, MCC groups, line 21 is not required.)</i>									
24. Cycle # Transaction Limit					25. Daily # Transactions Limit					26. Assigned Driver # or Vehicle Table Name*														
										This space needs text field for info														
27. Product Type 3 = Prompt for driver # and odometer																								
28. Product Restriction Code*					Make drop down in PDF																			



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Instructions Page

1. Plastic Type	Select card type: 1) Standard 2) Quasi: Plain silver plastic embossed with Government assigned account number 3) Generic: Plain silver plastic embossed with NON-Government assigned account number.
2. Processing Unit/Corp ID	Five-digit ID code used if card(s) will be shipped to central address(es). Contact your Client Account Manager for your Agency's specific codes.
3. Reporting Hierarchy	The five-digit reporting code assigned to each level within the organizational hierarchy that defines the card/cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.
4. Agency/Organization Name to Appear on the Card	Name of Vehicles/Cardholder's Agency (maximum 24 characters).
5. 4th Line Embossing	Agency, Bureau or Operating Administration name (maximum 24 characters including spaces, i.e., GSA). This appears on the card under the location or department name.
6. Vehicle #	Enter Agency-assigned six-digit vehicle number as it will appear on the card.
7. Emboss "Fuel Only" Code	Indicate "Y" or "N" whether "Fuel Only" is embossed on the card. This will restrict purchase to fuel only.
8. Card Activation Number	Used for card activation and account identification. Enter 4 digit value.
9. Business Mailing Address	Address where cards and statements will be mailed. Address must be U.S. or U.S. territory. Application will be rejected if the address is outside of the card issuing country.
10. Business Phone	Indicate the business phone number (including area code) of the APC/AOPC. For locations outside of the U.S., include the applicable two-to-three digit country code. Note: an international access code, such as "011" is not required.
11. Business E-mail Address	Business e-mail address (maximum 60 characters).
12. Secondary Verification	Identification requested from the Agency/Organization Program Coordinator or Program Administrator when he/she contacts Citi for servicing of the account. Section A – Select question for security verification from drop down menu. (LM DOH)-Date of Hire (MMYY); (LM BCD/SCD)-Benefit Comp Date/Service Computation Date (MMYY); (LM-EIN)-Employee EIN# (Last Four); (LM-EMPBADGE#)-Employee Badge# (Last Four); (LM-MMN)-Mother's Maiden Name; (LM-PSWD)-Password; (LM-FF)-Favorite Food. B – Answer to security verification question.
13. Paper Free Policy	In support of the Paper-Free policy you will receive an e-mail alert when your statement and other notices are available for viewing on CitiManager upon registration at www.citimanager.com/login .
14. Approving Agency/Organization Program Coordinator/Administrator's Name	Print Program Coordinator/Administrator's name.
15. Approving Agency/Organization Program Coordinator/Administrator's Signature	Program Coordinator/Administrator's signature.
16. Date	
17. Approving Agency/Organization Program Coordinator/Administrator's Phone Number	Indicate Program Coordinator/Administrator's business phone number (including area code).
18. Approving Agency/Organization Program Coordinator/Administrator's Fax Number	Indicate Program Coordinator/Administrator's fax number.
19. Master Accounting Code/GL Code	Default accounting code (i.e., general ledger code) for this card's transactions.
20. MCC Template	Merchant blocking schemes. For example, A/OPC may want to block certain types of merchants from being accessed by cardholder. Contact your Client Account Specialist for your Agency's MCC template.
21. Monthly Limit	Monthly spending limit.
22. Single Dollar Trans Limit	Single transaction limit, i.e. \$500; this would restrict the cardholder from using more than \$500 for a single transaction.
23. ACR Key	Indicate ACR Key.
24. Cycle Transaction Limit	Maximum # of transactions per cycle.
25. Daily # Transactions Limit	Maximum # of transactions per day.
26. Assigned Driver # or Vehicle Table Name	Enter Agency-specified six-digit Table ID for vehicle.
27. Product Type	Prompt for driver # and odometer.
28. Product Restriction Code	Code that restricts use of specific products/services. Check one: 1) Good for fuel and other products; or 2) Good for fuel only.