

Instructions for Completing the Cardholder Application

| <u>Field Name</u> | <u>Instructions</u> | <u>Field Name</u> | <u>Instructions</u> |
|----------------------------------|---------------------|--------------------------|---------------------|
| IBA Travel | | Home Telephone | |
| Integrated | | Employee ID | |
| Purchase | | Mobile Phone Number | |
| Fleet | | Business Contact | |
| CBA Travel | | Email Address | |
| Declining Balance | | *Cardholder (Applicant) | |
| Credit Re-Check | | Signature | |
| *Agency Name | | Approver/Supervisor | |
| *Company Number | | Signature | |
| *Bank Number | | *Spend Limit | |
| *First Name | | Single Purchase Limit | |
| Middle Initial | | Agent ID | |
| *Last Name | | Access Checks | |
| Name As It Will | | Site ID Field | |
| Appear On The Card | | Accounting Code/ | |
| Name Line 2 | | Cost Center | |
| Unrestricted Spend | | Tax Exempt Flag | |
| Limit | | Tax Exempt Status | |
| Restricted Spend Limit | | Fleet Product Code 1 | |
| ¹ Social Security | | Fleet Product Code 2 | |
| Number | | Fleet Product Code 3 | |
| ¹ Security Identifier | | Fleet Product Code 4 | |
| *Date of Birth | | Fleet Product Code 5 | |
| Mother's Maiden | | Fleet Product Code 6 | |
| Name/Password | | *MCCG | |
| *Statement/Card | | *Action | |
| Delivery Address | | MCCG Single Purchase | |
| *Street Address | | MCCG Cycle Spend | |
| Street Address 2 | | MCCG Daily Transactions | |
| *City | | MCCG Cycle Transactions | |
| *State | | Diversion Account Number | |
| *ZIP/Postal Code | | *Hierarchy Level 1 | |
| *Country | | *Hierarchy Level 2 | |
| Home Address | | *Hierarchy Level 3 | |
| Street Address | | *Hierarchy Level 4 | |
| Street Address 2 | | *Hierarchy Level 5 | |
| City | | *Hierarchy Level 6 | |
| State | | *Hierarchy Level 7 | |
| ZIP/Postal Code | | Rush Delivery | |
| Country | | A/OPC Name | |
| Country of Citizenship | | A/OPC Signature | |
| *Business Telephone | | | |

*Indicates those fields which must be completed in order for the application to be processed

¹Indicates that in some conditions it is a required field as denoted on the application

Use Black Ink or type

IMPORTANT: ALTERED APPLICATIONS WILL NOT BE ACCEPTED