



Citibank® Mastercard® Government Fleet Card Vehicle Maintenance Form for Plastics

NOTE: This form should be completed by the A/OPC with input from the Cardholder for Driver cards.

Section I: Instructions

1. Fill in the individual Government Card number here: _____.
2. Fill in the Cardholder's name as it appears on his/her Government Card: _____.
3. Maintain a copy in the Cardholder and Agency/Organization Program Coordinator's files. Fax completed form to 605-330-6801 or mail to: Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.
4. Mark all the changes that apply:

<input type="checkbox"/> Address Change	<input type="checkbox"/> Dollar Limit per Cycle Change	<input type="checkbox"/> Cancel Acct.
<input type="checkbox"/> Name Change	<input type="checkbox"/> Dollar Limit per Transaction Change	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Hierarchy Change	<input type="checkbox"/> Transaction Limit per Day Change	_____

Section II: Vehicle Information

- (1) _____
*Agency/Organization Name to Appear on the Card (maximum 24 characters)
- (2) _____ (3) _____ (4) *Emboss "Fuel Only" Code Y N
4th Line Embossing *Vehicle # to appear on the Card (6 characters **MANDATORY**)
- (5) _____ (_____) _____
*Business Mailing Street Address Line 1 (include Billing Recipient Name maximum 36 characters) * Business Phone of Billing Recipient
- _____ (6) _____
Business Mailing Street Address Line 2 (maximum 36 characters) 4-Digit Card Activation Code
- _____ (7) _____
*City *State *Zip Code Country *Verification Information for Billing Recipient
- (8) _____
Master Accounting Code (maximum 75 characters)

Section III: Reporting Parameters

- *Current Reporting Hierarchy: (9) _____
- *Reporting Hierarchy: (9) _____
- *Processing Unit #: (10) _____ (maximum 5 characters)

Section IV: Authorization Parameters

- *Dollar Limit per Cycle \$:(11) _____ Transaction \$:(12) _____ Vehicle Indicator = V Authorize = 0 *Product Type = 3
- Transaction Limit per Day: (13) _____ MCC Restriction Template: (15) _____
- *Assigned Driver # or Vehicle Table Name: (14) _____ (16) *Product Restriction Code: 1 or 2 (check one)
- Product Type = 3 Prompt for ID # and odometer (16) Product Restriction Code: 1 = Good for fuel and other products
2 = Good for fuel only

Section V: (17) *Plastic Type (Please check one)

- Government Standard Quasi-Generic Generic

Section VI: (18) Agency/Organization Program Coordinator Signature

*Approving Agency/Organization Program Coordinator's Signature Date

*Approving Agency/Organization Program Coordinator's Name (printed) Date

*Asterisked fields must be completed prior to submission.
Numbers in parentheses correspond to numbers on guide sheet on next page.



Guide to Citibank® Mastercard® Government Fleet Card Vehicle Maintenance Form for Plastics

Form used to add a new vehicle account.

Section I – Instructions

Mark the appropriate type of maintenance request.

Section II – Vehicle Information

1. **Agency/Organization Name:** Name of Vehicle's/Cardholder's Agency.
2. **4th Line Embossing:** Agency, Bureau or Operating Administration name (maximum 20 characters including spaces, i.e., GSA). This appears on the card under the location or department name.
3. **Vehicle #:** Enter Agency-assigned six-digit driver number as it will appear on the card.
4. **Emboss "Fuel Only" Code:** Indicate "Y" or "N" whether "Fuel Only" is embossed on the card. This will restrict purchase to fuel only.
5. **Business Mailing Street Address:** Address where the card and statements will be mailed.
6. **4-Digit Card Activation Number:** Used for card activation. Cardholder or an Agency/Organization Program Coordinator provides the four-digit number for card activation.
7. **Verification Information:** Identification code requested from the Agency/Organization Program Coordinator when he/she contacts Citibank Customer Service for assistance. This can be a control number, account number, etc.
8. **Master Accounting Code:** Default accounting code (i.e., general ledger code) for this card's transactions.

Section III – Reporting Parameters

9. **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.
10. **Processing Unit #:** 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.

Section IV – Authorization Parameters

11. **Dollar Limit per Cycle \$:** Monthly spending limit.
12. **Dollar Limit per Transaction \$:** Dollar limit on a single transaction.
13. **Transaction Limit per Day:** Number of transactions a Cardholder can perform per day.
14. **Assigned Driver # or Vehicle Table Name:** Enter Agency-assigned six-digit ID number.
15. **MCC Restriction Template:** Merchant blocking schemes. For example, Agency/Organization Program Coordinator may want to block certain types of merchants from being accessed by the Cardholder. Contact your Client Account Specialist for your Agency's MCC template names.
16. **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.

Section V – Plastic Type

17. **Plastic Type:** Card type selection: 1) Government Standard: GSA-designed standard card. US Government is printed on the card; 2) Quasi-Generic: Plain silver plastic embossed with Government-assigned account number; 3) Generic: Plain silver plastic embossed with NON-Government-assigned account number.

Section VI – A/OPC Signature

18. **Approving Agency/Organization Program Coordinator's Signature:** Program Coordinator must sign for approval. The A/OPC must also print his or her name.

Citi Transaction Services

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