

Their Gift. Their Choice. Your Convenience.

Thank you for choosing U.S. Bank to fulfill your gift, award or incentive needs.

Please Follow These Steps to Begin the Order Process:

1. **Select a design:** U.S. Bank offers several Gift Card designs for corporate customers. Choose the design you would like to purchase.
2. **Complete the Order Information:** Each card can be issued for any value between \$25 and \$1,500.
 - **Company Information:** Provide your company name as you would like it to appear on the card carrier, a company contact name, phone number and tax identification number (TIN). Orders cannot be processed without a TIN.
 - **Gift Cards:** List the number of U.S. Bank Visa Gift Cards you would like and the denomination for each.
 - **Purchase Fee:** Add the purchase fee for each card purchased.
 - **Batch-Processing Fee:** For orders of 30 cards or less, a \$10 batch-processing fee applies.
 - **Company Logo:** Your company logo can be imprinted in the upper right corner of the Gift Cards. Logos are printed in one color and color options are limited. U.S. Bank will create a proof for your approval. Please allow 2 extra weeks for set up once the proof is approved. For additional information about this feature, please email an inquiry to: corporategiftcards@usbank.com. Fee applies.
 - **Company Name/Special Message:** Add your company name or a special message embossed on the line beneath U.S. Bank Gift Card. Choose a message up to 19 characters in length. Fee applies.
 - **Shipping Fee:** Orders are shipped via overnight mail for tracking and security purposes.
 - **Total your Order:** Using the column at the right, add the dollar values of your card order.
3. **Select a Payment Option:** You can easily pay for your order by U.S. Bank Corporate Checking Account, U.S. Bank Credit Card, or company check. Orders are submitted once payment is processed.
4. **Provide Shipping Address:** Specify the person or department to receive the shipment and their mailing information. We do not mail to P.O. boxes.
5. **Provide Purchaser Address:** If purchaser's address is different from the shipping address, please provide this information.
6. **Sign the Order Form:** Provide your signature and today's date.

Helpful Tips for Completing Your Order:

- **FROM THE TIME PAYMENT IS PROCESSED, ALLOW 6 BUSINESS DAYS FOR ARRIVAL OF ORDERS. PLEASE ALLOW EXTRA TIME DURING THE NOVEMBER/DECEMBER PEAK HOLIDAY SEASON.**
- Enter all information carefully. Incomplete or inaccurate information could delay or even prevent completion of your order.
- ALL SALES ARE FINAL. ONCE CARDS ARE ISSUED AND DISTRIBUTED TO YOU, THEY CANNOT BE RETURNED FOR CREDIT.
- Your Gift Card purchase will come packaged in a #10 envelope, affixed to a card carrier with the U.S. Bank Visa Gift Card Agreement printed on the back. Helpful usage tips are included inside the package. Be sure to provide these documents to the Gift Card recipient. Cards will be sorted by denomination and ready to distribute when you receive them.
- Gift Cards arrive active and ready to use. Place your order shortly before you plan to distribute the card(s). This will give the Gift Card recipient(s) more time to use the card before they are charged a monthly fee*.
- Please retain the packing slip that is sent with your Gift Card order for recordkeeping purposes.

Helpful Tips for Using the U.S. Bank Visa Gift Card

- **Know Your Balance:** The Gift Card transaction will be declined if you attempt to make a purchase in excess of your card balance. If your Gift Card value is not enough to cover the full amount of your purchase, ask the cashier to split the transaction between the remaining card balance and another form of payment. Tell the cashier how much is on your Gift Card since many merchants cannot tell what the balance is. Visit www.usbankmyaccount.com for balance information.
- Always press “credit” as your payment option.
- Most restaurants, salons and other services where you typically tip may temporarily add approximately 20% to your bill to cover the tip. Make sure your balance can cover the 20% or your transaction will be declined.
- Pay inside for gas purchases. Do not pay at the pump.
- Go to www.usbankmyaccount.com to register your card with your name and address before you make any purchases over the web, phone or through the mail. Many merchants do an address match to make sure that the card belongs to the person making the purchase.
- Visit www.usbankmyaccount.com for additional helpful tips on how to use your U.S. Bank Visa Gift Card.

*U.S. Bank Visa Gift Card Fees & Information

Effective 7/01/09 (Keep this page for your records.)

There are no fees when using the Gift Card to purchase goods and services. The following fees may apply and will be deducted from the balance available on the Gift Card, except where prohibited or modified by applicable law.

Monthly Fee: After the first twelve calendar months following the issue date of the card, a \$2.50 fee will be charged to your Gift Card each month until the card expires. This fee will not be charged once the balance on the Gift Card reaches \$0.00. In some states this fee may not be charged until after a stated number of months of non-use.

Telephone & Web Service Fee: You have unlimited free access to balance and account information online at www.usbankmyaccount.com. Your first two unassisted calls to our automated telephone banking number (877-693-2899) are free. Your Gift Card will be charged \$.50 for each subsequent call to the automated number. A \$1.00 fee will be charged to your Gift Card for all calls routed to a live customer service representative.

Balance Transfer Fee: A \$15.00 fee will be charged to your Gift Card if it is replaced, cashed out at expiration or any time before (see early closure in the U.S. Bank Visa Gift Card Agreement), or escheated according to applicable law. If the remaining balance is less than \$15.00 no refund will be issued.

Foreign Transaction Fee: Transactions made in a foreign currency will be converted into U.S. dollars under the applicable rules of Visa USA. As of August 1, 2006, Visa rules provide that the amount of your transaction in dollars will be the amount of the foreign currency times: (a) a rate selected by Visa from the range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Visa itself receives; or (b) the government-mandated rate in effect for the applicable central processing date. We may charge a fee equal to 3% of the transaction amount for transactions with merchants located outside of the U.S., even if currency is not converted.

No Resale: Resale of Gift Cards is strictly prohibited.

Expiration: Gift Cards will expire two years from the issue month, including the month it was issued.

For the most recent, complete terms and conditions, see the “U.S. Bank Visa Gift Card Agreement” available at www.usbankmyaccount.com.

IMPORTANT NOTE: Please remember the tax withholding requirements associated with your U.S. Bank Visa Gift Card(s) when used for employee awards. Gifts/rewards/incentives with a value of \$25 or greater are usually considered reportable income.

U.S. Bank Visa® Gift Card Corporate Order Form

1. Select a Design - only one design per order please



Compass card design

Achievement



U.S. Bank Red card design

Anytime giving

2. Order Information - Please print clearly. For orders of 5 cards or less, visit www.usbankmyaccount.com

Company name: _____ Tax ID number (required): _____
(as you would like it to appear on card carrier)

Contact name: _____ Phone: _____

	QUANTITY	DOLLAR AMOUNT	TOTAL
Gift Cards <i>example</i>	<i>50 cards</i>	<i>\$50 per card</i>	<i>\$2,500</i>
Purchase Fee		\$2.95 per card	
Batch-Processing Fee (only applies to orders of 30 cards or less)	N/A	\$10.00 flat fee	
Company Logo – printed in upper right corner of cards (optional)	<input type="checkbox"/> Check here if company logo is on file at U.S. Bank	\$200 one time set-up charge	
		\$0.35 per card	
Company Name/Message embossed under U.S. Bank Gift Card (optional)	N/A	\$200 flat fee	
Company Name/Message: _____			
Shipping Fee (allow 6 business days from date payment is processed)		\$15 per 100 cards	
Order Total:			

Order needed by date (please allow 6 full business days): _____

U.S. Bank Visa® Gift Card Corporate Order Form

Contact name: _____ Phone: _____

3. Payment Options

Please check one option. Incomplete or inaccurate information could delay or even prevent completion of your order.

Please debit my U.S. Bank Checking Account. Checking Account # _____

I will mail a check. Remit to: U.S. Bank, Attn Gift Card Processing (EP-MN-L24A), 200 South 6th Street, Minneapolis, MN 55402.
Orders will not be processed until check funds have cleared. U.S. Bank recommends shipping your check overnight for tracking and security purposes.

U.S. Bank Credit Card

Card Number: _____ Card Type (Visa/MasterCard): _____

Expiration Date (MMYY): _____ Card Verification Indicator (3 digit number at the end of the signature panel on the back of the card): _____

Cardholder Name or Business Name on Card: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

4. Shipping Address

Specify the person or department that should receive this shipment.

Company Name: _____ Attn: _____

Phone: _____ Email Address: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

5. Purchaser Address

Check here if same as above. Otherwise, complete address below.

Company Name: _____ Attn: _____

Phone: _____ Email Address: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

6. Signature _____ Date: _____

IMPORTANT INFORMATION: Your cards will arrive active and ready to use. Only order the cards you need. Cards cannot be returned for credit. Allow 6 business days for shipping once payment has been processed. Before using their Gift Card, cardholders are encouraged to visit www.usbankmyaccount.com to check their balance and review helpful card usage tips.

When completed, please fax pages 3 and 4 to 866-904-1408 or email a scan of the order to corporategiftcards@usbank.com. Keep a copy for your records.

Questions or order status?

Please email corporategiftcards@usbank.com or call 866-224-3466.

All of  serving you™

