

Business Card Employee Change Form

(Includes: Business, Company, Community and Co-Brand Cards)



This form is used to open or change existing Employee spending limits or close Employee Accounts for a Business Card account issued through U.S. Bank. Please complete all necessary sections in full. Application omissions may delay processing.

Company Information

Existing Company Profile Number (CPN) OR Credit Card Account Number	Tax Identification Number () ()		
Name of Company	Company Phone Number	Company Fax Number	
Company Address	City	State	Zip Code

Adding Employees: Please establish Business Card accounts for the following employees. All information is required.

/ /		/ /	
Name of Employee (First, Middle, Last)	Date of Birth (MM/DD/YYYY)	Name of Employee (First, Middle, Last)	Date of Birth (MM/DD/YYYY)
- - ()		- - ()	
Social Security Number (Required)	Home Phone Number	Social Security Number (Required)	Home Phone Number
\$	Cash Access? ☐ Yes ☐ No	\$	Cash Access? ☐ Yes ☐ No
Spending Limit		Spending Limit	
/ /		/ /	
Name of Employee (First, Middle, Last)	Date of Birth (MM/DD/YYYY)	Name of Employee (First, Middle, Last)	Date of Birth (MM/DD/YYYY)
- - ()		- - ()	
Social Security Number (Required)	Home Phone Number	Social Security Number (Required)	Home Phone Number
\$	Cash Access? ☐ Yes ☐ No	\$	Cash Access? ☐ Yes ☐ No
Spending Limit		Spending Limit	

Changing Credit Lines: Please adjust the spending limits of the following employee(s). For faster service, call Cardmember Service.

Name of Employee (First, Middle, Last)	\$	Old Limit	16 Digit Account Number	\$	New Limit
Name of Employee (First, Middle, Last)	\$	Old Limit	16 Digit Account Number	\$	New Limit
Name of Employee (First, Middle, Last)	\$	Old Limit	16 Digit Account Number	\$	New Limit

Closing Accounts: Please close the following accounts. For faster service, call Cardmember Service.

Name of Employee (First, Middle, Last)	16 Digit Account Number
Name of Employee (First, Middle, Last)	16 Digit Account Number

Applicant Agreement

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask you for your name, address, date of birth and other information that will allow us to identify you. We may ask to see your driver's license or other identifying documents.

Important Terms And Application Agreement

The creditor and issuer of these credit cards is U.S. Bank National Association, pursuant to a license from Visa U.S.A. Inc. or Mastercard International Incorporated. Mastercard is a registered trademark of Mastercard International Incorporated. © 2018 U.S. Bank National Association. All rights reserved. You understand and agree that Issuer may increase or decrease the APR or credit limit assigned to the Account, or close the Account at any time based on Issuer's credit guidelines, credit report information, Account history, or the financial circumstances of the Business Card Cardmember. At the time the Account is opened the Employee will be issued a Card and will receive a Business Card Cardmember Agreement governing their individual use of the Account, including liability. Employee use of the Card or the Account will signify their acceptance of the terms of the Cardmember Agreement, which may be amended from time to time. Employees must be at least 18 years old to be issued a Card. Information from this Application may be shared with Issuer's affiliates.

X SIGN HERE

Authorized Officer Name (Please Print)	Signature of Authorized Officer	Date
--	---------------------------------	------

Please forward this form to:

Fax: 866-807-9053
Phone: 800-374-7979

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6352