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Business Credit Card Maintenance

Business Information

Organization Name	Member/Org Number	Tax ID/EIN

Credit Card Change Information

☐ **Remove User** Cardholder Name: _____

Card Number: _____

*Fill out Card Holder Information (next section) – only within existing limit

☐ **Decrease Account Limit** Cardholder Name: _____

Card Number: _____ Decease Limit to: $ _____

*Fill out Card Holder Information (next section) – only within existing limit

☐ **Replace Card** ☐ Damaged ☐ Cardholder Name Change Card Number: _____

*Documentation **MUST** be provided to change the name on the card

Former Name: _____

New Name: _____

☐ **Add New User**
Fill out Card Holder Information (next section) – only within existing limit

☐ **Reallocate Limits**
Fill out Card Holder Information (next section) – only within existing limit

☐ **Change Billing Method** ☐ Individual ☐ Consolidated

☐ **Close Entire Account (all users)**

Card Holder Information

Card Holder Name 1 (maximum of 21 characters)	Date of Birth	Card Limit
Card Holder Name 2 (maximum of 21 characters)	Date of Birth	Card Limit
Card Holder Name 3 (maximum of 21 characters)	Date of Birth	Card Limit
Card Holder Name 4 (maximum of 21 characters)	Date of Birth	Card Limit

Agreement & Authorization

This form supersedes, takes precedence and replaces any such change that preceded it.

_____ _____ _____

Business Signer Signature **Business Signer Printed Name** **Date**

Date _____ Branch _____ Employee _____ Verified By _____