

# Business Card Employee Change Form

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



This form is used to open new **Employee Accounts**, 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

## 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Cash Access? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Cash Access? <input type="checkbox"/> Yes <input type="checkbox"/> 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. © 2015 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.

Authorized Officer Name (Please Print)	<b>X</b> SIGN HERE	/ /
	Signature of Authorized Officer	Date

<b>Please forward this form to:</b>	<b>Fax: 866-807-9053</b> <b>Phone: 800-374-7979</b>	<b>Cardmember Service</b> <b>P.O. Box 6353</b> <b>Fargo, ND 58125-6352</b>
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