



Return Copy to:

Bank of America
 Government Card Services
 Unit
 P.O. Box 1637
 Norfolk, VA 23501-1637
 Facsimile: 757.624.6323
 Toll Free Fax: 877.217.1033

Fleet Account Setup (Fields in **Bold** are Mandatory)

___ Driver Assigned ___ Vehicle Assigned

Account Hierarchy

Hierarchy Point	HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8

General Information:

Agency/Organization Name		Business Phone	
Central Account Number		Billing Address, Line 1	
Master Accounting Code		Billing Address, Line 2	
Tax Exempt Number		City	
Driver/Contact Name		State	
Embossing Name 1		Zip/Postal Code	
Embossing Name 2			

Account Information and Spending Limits:

a) Driver ID		f) Max. cycle dollar limit	\$
b) Credit limit		g) Max. cycle number of transactions	
c) Max. single purchase limit	\$	h) Cycle dollar limit type*	hard soft
d) Max. weekly purchase limit	\$	i) Cycle transaction limit type*	hard soft
e) Max. weekly # of transactions		j) Card type	standard generic quasi-generic

Customer Agency/Organization Identification		Emboss on card?	Yes No
Equipment Identification		Emboss on card?	Yes No

* soft limit: **Available for Visa/Voyager only.** Soft limit allows one sale over the monthly dollar limit.

Vehicle Information: Complete the following only if this is a vehicle assigned account.

Vehicle/Tag Number		Restrictions on Use	Fuel only Fuel & maintenance No restriction
Vehicle/Equipment ID		Emboss	Yes No Emboss Restrictions Yes No



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Equipment Type		Type of Fuel	
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Authorized Official: _____
Name/Title

Work Telephone: _____

Authorized Official: _____
Signature

Date: _____



Fleet Account Setup Form

Purpose	Use this form to establish a Driver or a Vehicle Assigned Fleet account.
Instructions	<p>Authorized Officials or A/OPCs should complete this form. Please print or type all information. Mail or fax to:</p> <p style="text-align: center;"> Bank of America Attn: GCSU P. O. Box 1637 Norfolk, VA 23501-1637 Fax: 757.624.6323 Toll Free Fax: 877.217.1033 </p>

Field Descriptions of form elements	
Driver Assigned or Vehicle Assigned	Identify if account is driver assigned or vehicle assigned.
Account Hierarchy	Complete the Hierarchy Point field in order to position the account in your hierarchy.
Hierarchy Point	Complete as many of the 7-digit hierarchy level (HL) numbers as are appropriate for your hierarchy point (up to 8 levels). If you do not know your HL numbers, please contact GCSU.
General Information:	Enter information as appropriate.
Agency/Organization Name	Enter account's Agency/Organization name.
Central Account Number	Enter 16-digit roll-up account number assigned to this account's Central Account.
Master Account Number	If applicable, provide the Master Accounting Code for the fleet account (max. 64 characters).
Tax Exempt Number	Enter Agency/Organization's tax exempt number.
Driver/Contact Name	If driver assigned account, enter cardholder's name. If vehicle assigned account, enter A/OPC's name.
Embossing Name 1	If driver assigned account, enter cardholder's name. If vehicle assigned account, enter Vehicle Identification Number as specified by your Agency/Organization.
Embossing Name 2	Optional. May be used for agency or bureau affiliation.
Business Phone	Enter cardholder's commercial work telephone number if driver assigned or A/OPC's work telephone number if vehicle assigned.
Billing Address (Line 1 and 2) (City, State, and Zip)	Enter account billing address to include city, state, and ZIP code.



Account Information and Spending Limits:
a) Driver ID – If driver assigned account, enter cardholder’s driver ID. If vehicle assigned account, leave blank.
b) Credit Limit – Enter fleet account credit limit.
c) Max. Single Purchase Limit – Enter maximum dollar limit for any single purchase.
d) Max. Weekly Purchase Limit – Enter maximum dollar limit per week.
e) Max. Weekly Number of Transactions – Enter maximum number of transactions per week.
f) Max. Cycle Dollar Limit – Enter maximum dollar limit per cycle.
g) Max. Cycle Number of Transactions – Enter maximum number of transactions per cycle.
h) Cycle Dollar Limit Type – For Visa/Voyager only, check if dollar limit is hard or soft. Soft means that Bank of America should authorize one sale over the cycle dollar limit.
i) Cycle Transaction Limit Type – For Visa/Voyager only, check if transaction limit is hard or soft. Soft means that Bank of America should authorize one transaction over the cycle transaction limit.
j) Card Type – Check card type desired.
Customer Agency/Organization Identification – Enter Agency/Organization Identification. This identification can be either alpha or numeric.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.
Equipment Identification – Enter Equipment Identification. This identification can be either alpha or numeric.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.

Complete the following data fields only if this is a vehicle assigned fleet account
Vehicle/Tag Number – Enter the vehicle or tag number.
Vehicle/Equipment ID – Enter the vehicle or equipment ID number.
Equipment Type – Enter the equipment type.
Restrictions on Use – Check category to restrict use of account, if applicable.
Emboss Restrictions – Check whether or not restrictions should be embossed on the card plastic. For customized restrictions, please contact your account manager.
Type of Fuel – Enter fuel type to be used.

Complete for all fleet accounts
Authorized Official - Name/Title – Print name and title of person authorized to request fleet account setup.
Telephone – Enter Authorized Official’s work telephone number.
Authorized Official – Signature – Enter Authorized Official’s signature.
Date - Date of signature.