

LOCAL GOVERNMENT CARD MAINTENANCE INSTRUCTIONS

1. Select the type of change you are requesting. Choose all that apply.
2. The employee's name that appears on the plastic card/account. Maximum of 26 characters/spaces.
3. Name of the county/department for which the employee works.
4. This field reflects how the card will be embossed. There is a maximum of 25 spaces. You may choose 10 characters for your county/department name. The remaining 9 positions are reserved for your Tax ID Number.
5. Tax ID Number for your county.
6. Address for mailing statement.
7. Additional space for mailing address, if needed.
8. City, State and Zip.
9. Telephone number where employee can be reached. Please include business, home and cell.
10. Email address of employee whose name appears on card/account.
11. Last four (4) digits of the account number for the account you are requesting the change.
12. Entity ID.
13. If applicable, complete entire section to include credit limit, single transaction limit, merchant restrictions, reporting hierarchies, etc.

The reporting for your entity can be broken down into hierarchies or department levels. If you want to assign billing accounts at the department level, you may do so here.

Level (3) County/City/Municipality Name

Level (4) Dept. Name Billing Account

Level (5) If you wish to break a dept. down further, indicate in this level.

i.e., Clerks Office/Records Division

Level (6) Optional field for further breakdown

Level (7) Cardholders

14. Program coordinator must sign all requests and submit to WWSAO Purchasing Card Administration.