

# Instructions for Bank One Travel (Individual Bill) Cardholder

## Account Application

For State of Texas Use Only

**Note to Program Administrators:** The Individual Cardholder Account Application is protected. For the Program Administrators to make changes to the application forms (i.e. provide the agency name as a default in the Name Line 2 field or provide forwarding instructions in the applicant), the PA will need to follow these instructions: in MS Word, Click on tools in your toolbar and unprotect document. Once changes are made, you should protect the document. You may protect the document by using a password to ensure no changes are made by anyone else except the program administrators or designee.

- A) Check one box to signify if this is a NEW application, a CHANGE or a Request to DELETE/CLOSE an existing account.
- B) Insert the main Bank One corporate # for the individual cards within your Agency/University. (This is NOT a billing number.) This Corporate # is different from the CBA & Department accounts for your agency/university.
- C) Provide the full name of your State of Texas Agency or University and the Agency code.
- D) Provide the REQUIRED Cardholder information requested, noting the character limitations for each field.

Name Line 2 should contain the state agency code & name that is embossed on the cards and as you completed on your agency profile form.

The residential address, Social Security number and Date of Birth are required fields and MUST be completed for the application to be processed. If the billing address is different than the residential address the billing address section should be completed.

- E) Use of the Card will be subjected to the language contained in the application and the language contained in the Corporate Card and Corporate Travel Charge Cardmember Agreement, which will be sent with each card issued. Card usage will also be subject to the contract between the State of Texas and Bank One and your agency/university's internal policies.
- F) **For all applications submitted**, a cardholder signature will be required AND a Program Administrator's name and verification ID number are required for Bank One processing. In accordance with the Bank One Contract, the State Agency is required to retain the signed application in accordance with the agencies retention schedule policy.

The State Agency may also require an additional approval signature based on Agency's internal policies.

The Program Administrator should insert specific instructions to the applicant for forwarding of the application.

- G) Program Administrators must provide the required Reporting Hierarchy Level numbers.
- H) Provide the average Cardholder monthly travel spend so that an appropriate credit limit can be determined. Card usage will be limited to a specific set of State of Texas-approved Merchant Category Codes.
- I) Disregard - For Bank One use only.