



14000 Citi Cards Way  
Jacksonville, FL 32258

## Citi Commercial Cards

### **Payment Instructions for Rebates**

To enable payments for rebates and incentives, the following information must be provided by a Program Administrator for the noted state or affiliate.

Agency or Affiliate Name: \_\_\_\_\_

Select Program type and include the last 6 digits of the centrally billed account number:

*(this section to be completed by the DGS Statewide Travel Program)*

- ☐ CTA \_\_\_\_\_  
☐ MTG \_\_\_\_\_  
☐ IBT \_\_\_\_\_  
☐ VCA \_\_\_\_\_

Check one: New bank info ☐ Change existing bankinfo ☐

### **Bank Information**

Bank Name: \_\_\_\_\_

Bank routing (ABA) number: \_\_\_\_\_

Bank account number: \_\_\_\_\_

Fed-wire or ACH?: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Citibank will use the above instructions to pay rebates to the noted client. These instructions will be kept securely on record and will be used until written notification is received of any changes to be made.

### **Program Administrator Information**

Citibank will contact the person completing the form below, assuming they are listed as an authorized Program Administrator in the Non-Cardholder Verification Database, or another Program Administrator listed in the database to verify the Payment Instructions on this form.

Name of Program Administrator completing form: \_\_\_\_\_

Program Administrator phone number: \_\_\_\_\_

Program Administrator e-mail address: \_\_\_\_\_

Effective Date/Date Form completed: \_\_\_\_\_