



PARTICIPATING ENTITY INTAKE FORM

Under the terms of MSA 5159906 (as amended, the “MSA”) between the State of California, Department of General Services (“DGS”) and Citibank, N.A. (“Contractor”), each Participating Entity is required to complete this Intake Form and provide to the Contractor the documentation specified herein.

Before the Participating Entity (referred to as an Optional User within the MSA) may have access to the services under the MSA and have Cards issued to its employees, Contractor must first perform a risk assessment and credit evaluation of the Participating Entity. Acceptance into the Program is contingent upon Contractor being satisfied, in its discretion, with such risk assessment and credit evaluation.

The documentation required to be submitted for this assessment includes:

- **A fully completed copy of the intake form attached to this document.**
- **Audited financial statements for the past two (2) years to initiate the credit evaluation.**
Note: Soft copies of financial statements via PDF or a link are preferred.

Documents are to be forwarded to:

Alissa Navarro, Travel Program Specialist
Department of General Services
Statewide Travel Program
alissa.navarro@dgs.ca.gov
(916) 376-1013 direct
(916) 376-3999 fax

Participating Entity Legal Name: _____

Participating Entity Address: _____

Participating Entity Federal Tax ID: _____

Program Administrator (PA): _____

PA E-mail Address: _____

PA Telephone Number: _____



PA Verification Code when calling in to Citi to Inquire on Accounts: _____
[4 digit number – could be last 4 of SSN, last 4 of Employee ID, last 4 of business phone number. Please be sure to remember what you choose as a Citi Representative will require when calling to inquire on accounts within your program.]

To add more than one person as a PA, please provide the info on a separate sheet.

Program Type*: (Check Account or Card type selected)

** All Cards and Accounts are centrally billed and the liability of the Participating Entity, other than Individual Liability Cards which are individually billed and for which the Cardholder is liable.*

Central Travel Account [Required for Air, Rail, Car & Travel Agency Fees]

Estimated Annual Spend for Central Travel Account: _____

Meeting Card

Estimated Annual Spend for Meeting Cards: _____

Centrally Billed Travel Cards

Estimated Annual Spend for Centrally Billed Travel Cards: _____

Individual Liability Travel Cards

Estimated Annual Spend for Individual Liability Cards: _____

Virtual Card Accounts* (Direct bill account for hotel/lodging, available in 2019)

Estimated Annual Spend for Virtual Card Accounts: _____

**Estimate should be based upon historical annualized spend and the number of hotel/lodging stays currently paid.*