



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: _____