

CITGO Fleet CREDIT CARD APPLICATION

P.O. Box 29180, Shawnee Mission, KS 66201-9180 FAX: 913/677-8730

Please retain original application if transmitted to CITGO by FAX.

Complete application in full.



BILLING TYPE: Standard - No Fee Enhanced - \$0 - \$5 per month (See schedule below)

CREDIT CARD APPLICATION (Please Type or Print Clearly)	INTERNAL USE ONLY
BUSINESS NAME	DATE RECD. _____
PREFERRED BUSINESS NAME, TRADING NAME OR DBA NAME TO APPEAR ON CREDIT CARD	FILE _____
STREET ADDRESS (PLEASE PROVIDE FULL STREET ADDRESS INCLUDING ZIP IF DIFFERENT THAN MAILING ADDRESS)	AC# _____
MAILING ADDRESS	DBR _____ YR _____
	SIC _____ EMP _____
	REP _____ MKT _____

APPLICATION	CITY/TOWN _____ STATE _____	
BUSINESS AREA CODE & PHONE NO. () ()		ALTERNATE PHONE IF FIRST IS A RECORDER OR ANSWERING SERVICE () ()
YEARS IN BUSINESS UNDER PRESENT OWNERSHIP	COMPANY ANNUAL SALES VOLUME \$	NO. OF EMPLOYEES EXCLUDING OWNER
TYPE OF BUSINESS: <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> PRIVATE CORP. <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> PUBLIC CORP.		<input type="checkbox"/> TAX EXEMPT *REQUIRES EXEMPTION CERTIFICATE
DATE OF INC. _____		FED. I.D. NO. _____
NATURE OF BUSINESS SERVICES		COMPANY WEB SITE ADDRESS
SPECIFY IF ABOVE COMPANY IS: <input type="checkbox"/> FRANCHISE <input type="checkbox"/> DIVISION <input type="checkbox"/> BRANCH <input type="checkbox"/> SUBSIDIARY		LIST NAME AND LOCATION OF HEADQUARTERS AND/OR PARENT FIRM
PRIMARY CONTACT'S NAME	POSITION/TITLE	AREA CODE & TELEPHONE () ()
		E-MAIL ADDRESS
SECONDARY CONTACT'S NAME	POSITION/TITLE	AREA CODE & TELEPHONE () ()
		E-MAIL ADDRESS
NAME AND RESIDENCE ADDRESS OF OWNER, PARTNERS OR OFFICERS (Also Include Personal CITGO Account, if any)		
NAME 1	2	3
RESIDENCE ADDRESS		
CITY/STATE		
SOCIAL SECURITY NO.		
CITGO CARDS (IF YOU HAVE/HAD PLEASE LIST ACCOUNT NO.S)		

REFERENCE	BANK REFERENCE	
NAME OF BANK		ADDRESS
		CHECKING ACCOUNT NUMBER
NAME OF BANK OFFICER FAMILIAR WITH BUSINESS		AREA CODE & TELEPHONE () ()
BUSINESS CREDIT REFERENCES		
NAME	STREET ADDRESS	CITY STATE ZIP CODE
		AREA CODE & TELEPHONE () ()
		ACCOUNT NUMBER
NAME	STREET ADDRESS	CITY STATE ZIP CODE
		AREA CODE & TELEPHONE () ()
		ACCOUNT NUMBER
FUEL SUPPLIER NOW SELLING TO YOU ON CREDIT		
NAME	ACCOUNT NUMBER	AREA CODE & TELEPHONE () ()

MAXIMUM AMOUNT OF MONTHLY CREDIT REQUESTED FOR THIS ACCOUNT MUST BE COMPLETED TO PROCESS APPLICATION \$ _____ /MO.	NO. OF CARDS REQUESTED _____	ENHANCED FLEET SERVICE CHARGES up to \$9,999 = \$5 \$10,000 and over = \$0 <small>*** FEE WILL BE BASED ON ACTUAL MONTHLY BILLING VOLUMES ***</small>
IF CREDIT CARD IS TO BE RETAINED BY CITGO STATION (STATION CONTROL CARD) PLEASE COMPLETE BELOW. *NOTE: Some CITGO retailers do not participate in the station control card program.		
NAME AND COMPLETE MAILING ADDRESS OF CITGO STATION WHERE CREDIT CARD WILL BE RETAINED.		CITGO STATION LOCATION NUMBER (FROM IMPRINTER SLUG)

I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION FOR CREDIT ON BEHALF OF THIS COMPANY		
X	X	
SIGNATURE	DATE	NAME (PLEASE PRINT OR TYPE) TITLE
<small>In accepting the card(s) by signing, use or permitting use by others, the abovesigned agrees to Terms and Conditions as contained on and in the folder in which abovesigned receives the card(s), and accordingly, to pay CITGO Petroleum Corporation for purchases made and credit extended with the use of the card(s). It is understood such Terms and Conditions provide, among other things, that late fees not in excess of those permitted by law will be charged. The abovesigned authorizes CITGO Petroleum Corporation to obtain a credit report on applicant, contact references and provide a copy of this application to those references as deemed necessary by CITGO. Owner(s) of Privately held Corporations and Limited Liability Companies authorize CITGO to investigate the Credit record of owner(s) in determination of a credit decision.</small>		

CITGO Fleet Card Set-up

Instructions for completing form:

Provide Company Name, Account Number (will not be available for a new account request), Billing Type requested on the application or established on an existing account, Fleet Contact and Phone Number.

- ◆ The Card Number column is the sub-number as it appears on your credit cards – next to the account number.

(1) Card Type

- I** In-store Card – this card is mailed directly to the CITGO retail outlet
- O** Open Card – an all purpose card that is not necessarily assigned to any driver or vehicle
- V** Vehicle Card – assigned to a specific vehicle
- D** Driver Card – assigned to a specific driver
- R** Replacement Card – an existing card number must be given for an exact replacement to be requested. The old card will be cancelled xxx days from new card issuance date.
- C** Cancel Card – an existing card number must be given to cancel a card or group of cards

(2) Driver Name or Vehicle ID

If you have requested that the card be assigned to a vehicle or to a specific driver, enter the name and Vehicle ID (if desired). This information will appear on your statement as well as the sub-number of the card before the transactions are listed for the period.

(3) Transaction Prompting

Driver ID – If you want to have the additional security of a Driver ID to make sure only authorized individuals are using your credit cards, the point-of-sale (POS) machine will prompt your driver to enter a four digit number. This prompt requires a Driver ID form completed and entered on your account. Any valid Driver ID will authorize against any valid credit card on your account.

Customer Reference – This prompt will allow you to identify any 4 – 6 digit number with a transaction. *For example:* a transaction can be identified as fueling a lawn mower, identified as unit #3434. The customer reference number will be entered as 3434. The entry for a customer reference number is not validated against your account. What is entered at the time of sale is what will be reported on your statement.

Odometer – This prompt is only related to the Enhanced Reporting option. The fee is based on your level of fuel usage, \$5 if under \$10,000 per month and free if greater than \$10,000. In addition to many other detailed fleet reports, you will receive vehicle reports with the actual odometer reading at the time of purchase as well as the Miles per Gallon and Cents per Mile calculated from the previous purchase.

(4) Fuel Authorized

This option allows the security and control of only allowing the purchase of a single fuel on a card. The “All Fuel Products” category is used as the default if you do not wish to make a specific selection.

NOTE: When fuel is pumped from an Island Card Reader (ICR) the credit authorization occurs before the fuel is pumped and therefore we cannot guaranty that only your authorized fuel selection is pumped.

(5) Fuel Validation

In combination with the “Fuel Authorized” selection above, you can control the fuel to the following rules:

No Validation – this a default value that will allow the purchase of “All Fuel Products”

Related Fuel Products – this selection will allow the purchase of “like” products. *For example:* the authorized fuel from above is regular unleaded. Related Fuel Products will allow the purchase of mid-grade unleaded and premium unleaded.

Exact Fuel Products – this selection will restrict the ability to purchase to the exact fuel ie regular unleaded. This option cannot guaranty fuel restrictions at the ICR.

Categories 6 – 14 below have the additional control of optional purchase restrictions. In the shaded boxes next to each category, you can select from either of the following: **1 – Hard decline**. This will prevent the transaction from being approved if the POS value is recognized outside of your selection. **2 – Warning**. This will approve the sale outside of the selected value.

(6) Products & Services Authorized

You can identify the type of products and services allowed for purchase on each card. You will notice that the merchandise category has been divided into Auto vs. Any Merchandise for your further security and control.

(7) Time Limits

You can limit the available time that cards can be used at the retail outlet.

(8) Monthly Gallon Limit

This value will be the maximum fuel allowed in a one-month period for purchase against a specific card. If many transactions are completed at the ICR, additional gallons should be allowed to accommodate for the fuel capacity reserve when sale authorization is made. In most cases the “shut off” limit of 50 gallons is reserved against your account until the actual “collected” transaction data is received from the retailer.

(9) Daily Gallon Limit

This value is the maximum fuel allowed daily for purchase against a specific card. It is even more important to allow additional gallons to accommodate ICR “shut off” volumes described above.

(10) Monthly Service Limit

This value will be the maximum service allowed in a one-month period for purchase against a specific card.

(11) Daily Service Limit

This value is the maximum service allowed daily for purchase against a specific card.

(12) Monthly Merchandise Limit

This value will be the maximum service allowed in a one-month period for purchase against a specific card. This limit must accommodate both Auto and miscellaneous (Any) Merchandise (if “Any” is allowed on the card).

(13) Daily Merchandise Limit

This value is the maximum service allowed daily for purchase against a specific card. This limit must accommodate both Auto and miscellaneous (Any) Merchandise (if “Any” is allowed on the card).

(14) Daily Transaction Limit

You can limit the number of sales that can be made in a 25 hour period on each card with this category.

Both of these options will cause the declined and approved transactions to appear on an Exception Report for Fleet Tracking!

(15) Cost Center Assignment – THIS IS AN OPTIONAL FEATURE AND IS NOT REQUIRED.

This option is only available on Enhanced Billing. If you have multiple cost centers being tracked on your account, each card can be identified with a separate cost center. Your Enhanced Billing reports will track all card activity for each cost center separately.

(16) In-store Card

If you are interested in having an in-store card assigned to a specific CITGO Retail outlet, you must obtain the 8 digit location number from the retailer for entry to this field. In-store cards have security encoded in the card that will decline use on POS at any location other than the location number embossed on the face of the card. In-store cards cannot be used at the ICR. These cards are mailed directly to the CITGO Retailer.



CITGO Fleet Driver Set-up

CITGO Petroleum Corporation
 P.O. Box 29209
 Shawnee Mission KS 66201-9209
 (800) 561-4991 or Fax (913) 677-8731
 E-Mail: ejorgensen@alldata.net

COMPANY NAME	ACCOUNT NO. (IF AVAILABLE)	FLEET CONTACT	PHONE NO
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*Action	Driver Name			Short Name (8 digits only)								Driver ID (4digits only)			
	First	Middle Initial	Last	This will be the name as it appears on statement. Can be part of first and last name or											

NOTE: All Driver Names, Short Names and Driver ID numbers must be unique.

Authorized Signature _____

Date _____

*Action: **A - ADD DRIVER**
D - DEACTIVATE DRIVER

CITGOFleet DRIVER SET-UP

Instructions for completing form:

1. Complete Your Company Information section in full

Company Name
Account Number (this information will not be available on a new account request)
Fleet Contact
Fleet Contact Phone Number

2. Complete the Driver Set-up section in full. *This is the CITGOFleet customer information used for setting up account.*

Enter Action:

A – Add Driver
D – Deactivate Driver

Enter Driver Name:

First, Middle, Last – the name for each driver must be unique. *For example: John L Thomas and John L Thomas Sr.*

Enter Short Name:

8 digits only - Can be part of first and last name or a nickname. *This will be the name as it appears on statement.*

Enter Driver ID:

4 digits only - This is the drivers personal identification number that will be requested at each purchase. The 4 digit number should be something easily remembered by your driver, like the last four digits of their social security number, address or personal telephone number. *Series of repeating number like 1111, or 2222 cannot be used.*

Note: All Driver Names, Short Names and Driver ID numbers must be unique.

3. Sign and date the Driver Set-up form. The Driver Set-up form must be signed by an authorized representative of your Company in order to be processed.