

American Express® Corporate Defined Expense Program (CDEP) Corporate Card Application

Employee:

*Required fields must be completed or Application cannot be processed.

Please complete and send to:

Program Administrator:

*Required fields must be completed or Application cannot be processed.

Please complete and send to:

**American Express
P.O. Box 53816
Phoenix, AZ 85072
Or
Fax to:
623-492-3884**

Application Information - Application cannot be processed without required information

Name as you would like it to appear on the Corporate Card *Required (20 characters maximum, including spaces)

Home Street Address *Required (20 characters maximum, including spaces)

City (17 characters maximum, including spaces)

State

Zip Code

E-mail Address **Optional

Social Security Number *Required for identification and servicing purposes

Home/Personal Phone Number *Required

Business Phone Number *Required

Fax Number

Employee ID Number (10 characters maximum)

Cost Center Number (10 characters maximum)

Universal Number (25 characters maximum)

Employee's Signature Please read the Agreement before signing.

By signing below I indicate my acceptance of the terms and conditions of the Agreement.

X

Date

Program Administrator - Application cannot be processed without required information

Basic Control Number *Required - please fill out or Application cannot be processed

Company Name (20 characters only, including spaces)

Billing Street Address *Required (20 characters maximum, including spaces)

Home

Office

City (17 characters maximum, including spaces)

State

Zip Code

Authorizing Signature*** Please read the Agreement before signing.

I am authorized to complete this Application on behalf of the Company. By signing below I indicate my acceptance of the Agreement.

X

Date

PRINT Authorizer's Name

Title

Phone Number

Fax Number

PRINT Program Administrator Name * May be previously filled out by PA

PA Phone Number

***All Applications must be signed by a Company Representative or Program Administrator who has purchase authority and is authorized to open account(s) in the name of the Company. Title must be indicated.

Cardmember Expiration Date & Limit Information - All Information is required

Expiration Date* __ / __ (MM/YY) **Expiration date is a minimum of two months and maximum of 24 months. The two month minimum is considered one full month plus the balance of the month at Card issuance.

Maximum Spending Limit* \$ _____
Must be greater than \$500.

Maximum Spending Limit Variance* _____ %
% by which the limit can be exceeded. Cannot exceed 20%.

Monthly Spending Limit* \$ _____
Cannot exceed Maximum Spending Limit.

Monthly Limit Variance* _____ %
% by which the limit can be exceeded. Cannot exceed 20%.

Transaction Spending Limit* \$ _____
Cannot exceed Monthly Spending Limit.

Transaction Limit Variance* _____ %
% by which the limit can be exceeded. Cannot exceed 20%.

Industry Restrictions – Please check all industry categories where Card usage should be blocked

Hotels Restaurant Air/Rail Fuel Car Rental Dept Stores Shops Mail Order

AGREEMENT:
Company and the Applicant (a) request that a Corporate Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Corporate Card and by the agreements covering Corporate Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Card will be used for business or commercial purposes only. The Applicant (a) authorizes American Express to notify the Company if this Application is declined or if spending restrictions are applied to the Corporate Card, and (b) agrees to be liable for payment to American Express of all amounts charged to the Corporate Card.

** This field is optional. We may also notify you about important account updates and services that may be suited to your needs. We will never share your email address. For information about how we protect our privacy, please visit americanexpress.com/privacy

