



## **American Express Corporate Card Application**

**Updated: August 2019**

Active Employees may request an AMEX Corporate Card by completing this form and submitting it to the Travel Accountant.

To complete the form the Employee will need the below information:

- Name
- Home Address (20 character maximum)
- Office Address (20 character maximum)
- Employee ID number (6 digit number from HRMS)
- Last four digits of Social Security Number
- E-mail Address (UR address preferred)

Completed and Approved Applications should be mailed to the Travel Accountant via interoffice to Box 278958.

Cards will arrive 7-10 days after the application is entered and accepted by American Express.

### Applicant Name

First Name

Last Name

Enter Full Name to Appear on Card

### Home Address

Street Address (20 character maximum)

City

State

Zip Code

Home Phone Number(include Area Code)

### Office Address

Street Address (20 character maximum)

City

State

Zip Code

Office Phone Number(include Area Code)

### Additional Information

Employee ID number (6 digits)

Last four digits of Social Security Number

E-mail Address

### Signatures

Employee Signature

Date

Authorizing Signature (Supervisor)

Date