

**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

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| --- |
| **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 |  |
|   |  |  |