[](https://www.rochester.edu/)

**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 |  |
|  | | | | |  |  |