



# Citibank® Government Fleet Card

## Vehicle Information (IFV)

Note: This form should be completed by the Agency/Organization Program Coordinator for every vehicle in the fleet.

### Section I: Instructions

1.	To add a new vehicle to the system, the A/OPC completes Sections II and III and signs in Section IV.
2.	Maintain a copy in the vehicle and Agency/Organization Program Coordinator's files. Fax completed form to 605-357-2092.

### Section II: General Information

Agency/Organization Name: _____	
Company ID # _____	
Vehicle # _____ (6 digit numeric)	Function Code _____ A = Add a new vehicle M = Maintenance info on an existing vehicle
Status: <input type="checkbox"/> Activate <input type="checkbox"/> Deactivate (check one)	

### Section III: Vehicle Information

Exception Indicator <sup>1</sup>	Vehicle Identification Number (VIN) (17 character alphanumeric)	*Description (25 character alphanumeric)	Maximum Tank Capacity

If the "license tag #" field is completed, the "state issued" and "country issued" field must also be completed.

State Issued	Country Issued	MPG (LOW)	MPG (HIGH)	License Expiration Date (MM/DD/YYYY)	Max Fill-Ups Per Day	*Year/Make/Model (30 character alphanumeric)

Service Type <sup>1</sup>	License Tag # (10 character alphanumeric)	Fuel Type (LOW)	Fuel Type (HIGH)	Fuel Unit Type (G or L)	Max Unit Price	Max Trans Amount	Weekend Exception <sup>2</sup>

<sup>1</sup>Service Type: N = Not an exception  
1 = Self service only  
2 = Full service only

<sup>2</sup>Weekend Exception: 1 = Purchase on Monday - Friday only.  
2 = Purchase on Monday - Saturday only.  
3 = Purchase on all days except holidays.  
4 = Purchase on all days except Sundays and holidays.

### Section IV: Agency/Organization Program Coordinator Signature

_____	_____
*Approving Agency/Organization Program Coordinator's Signature	Date

\*Asterisked fields must be completed prior to submission.

#### Citi Commercial Cards

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