



Citibank® Government Fleet Card

Driver Information (IFD)

Note: This form should be completed by the Agency/Organization Program Coordinator with input from each driver.

Section I: Instructions

1.	Use this form to add a driver to the fleet program. The A/OPC will need to complete each section and fax to Citibank.
2.	Maintain a copy in the driver and Agency/Organization Program Coordinator's files. Fax completed form to 605-357-2092.

Section II: General Information

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

Section III: Driver Information

*Driver Name (25 character alpha) (First Name/Middle Initial/Last Name) _____	Driver License # (15 character alphanumeric) _____
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*State Issued	Country Issued	License Expiration Date (MM/DD/YYYY)	Service Type ¹	Weekend Exception ²

¹Service Type: 0 Default, not reported as an exception
1 Self-service only
2 Full service only

²Weekend 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
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*Asterisked fields must be completed prior to submission.