

State of Texas HUB Merchant Verification Form

Instructions:

- 1) Locate the HUB information at the State website www.window.state.tx.us/procurement/cmbi/hubonly.html, and the transaction information on the Citibank website: <https://www.globalmanagement.citidirect.com>.
- 2) Complete all blue shaded areas.
- 3) E-mail to StatewideHUBProgram@cpa.state.tx.us and Laura.Cagle-Hinojosa@cpa.texas.gov, or fax to 512-936-2482.

Date (mm/dd/yyyy)	Your State Entity Number & State Entity Name	
Your Contact Name	Your E-mail	Your Phone #

The following State of Texas TPASS HUB certified merchants are not correctly appearing as HUB merchants on the Citibank GCMS reports.
(Please provide one transaction per HUB Merchant)

		Merchant Name VID/Tax ID	Address, City, State, Zip	Cardholder Name & Card Acct (Last 8)	TXN Date	TXN Amount	Unique Merchant ID	HUB Flag? (TPASS Use Only)
Example	CMBL Record	Ace Hardware 1.123456789.006	6555 Longview Rd. Longview, TX 77777					
	MCARD Record	Ace #353 Belton 123456789	6555 Longview Rd. Longview, TX 77777	Jane Doe 0000-9999	02/10/06	\$125.60	451189210995	
1	CMBL Record							
	MCARD Record							
2	CMBL Record							
	MCARD Record							
3	CMBL Record							
	MCARD Record							
4	CMBL Record							
	MCARD Record							
TPASS Submission Date			Comments					