

Merchant Category Code Classification Change Form

Citibank® Government Travel Card Program

Instructions:

The Agency Program Coordinator (APC) or Component Program Manager (CPM) may use this form to initiate a request to MasterCard and/or Visa to change a merchant Category Code (MCC) for a given merchant. See page 2 of this document for more detailed instructions. Questions? Call Citibank Commercial Cards Unit toll-free at 1-866-670-6462. If unable to call toll free, call at 757-853-2467.

Date:	
Attention:	
Fax:	866-951-8005 757-818-6893

Section I: Requestor Information

Name:		Phone:	
Agency/Organization:		Fax:	
Address:		E-mail:	

Section II: Account / Transaction Information

Card Type:	<input type="checkbox"/> Purchase	<input type="checkbox"/> Travel	<input type="checkbox"/> Fleet	<input type="checkbox"/> Integrated
Account Number:				
Expiration Date:		Transaction Date:		Transaction Amount:

Section III: Merchant Information

Merchant Name:			
Street Address: (if known)			
City:	State/Province:	Country:	
Merchant Acquirer:	BANK USE ONLY		
Reference Number/ ICA Number:	BANK USE ONLY		
Current Merchant Category Code:		Requested Merchant Category Code:	

Section IV: Comments

Use this space to include your comments as well as to advise of any additional supporting / informational documents that you will be attaching to this form.

Section V: Requestor Authorization

Name (print):	Signature:	Date:
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Instructions Sheet

Purpose:	To initiate a request to Visa (the card association) to review and change suspected erroneous or miscoded merchant category codes with the appropriate merchant bank. The card associations will entertain a change in MCC classification where the MCC currently assigned is incorrect and does not reflect the merchant's primary type of business. Citibank will use the information provided on this form to submit a formal request to the appropriate card association.														
Instructions:	Who:	An Agency Program Coordinator (APC) should complete this form.													
	When:	Complete this form when there is a need to initiate a request to change the merchant category code of a given merchant.													
	How:	<table border="1"> <tr> <td>Section I:</td> <td> Requestor Information: <ul style="list-style-type: none"> • <u>Name</u>: Enter the name of the person requesting the change • <u>Agency / Organization</u>: Enter the name of the Agency/Organization the requestor represents • <u>Address / Phone Number / Fax Number</u>: Enter the requestor's address, phone and fax information </td> </tr> <tr> <td>Section II:</td> <td> Account Transaction Information: <ul style="list-style-type: none"> • <u>Card Type</u>: Select the type of card used when the miscoded transaction was identified • <u>Account Number</u>: Enter the 16-digit account number used when the miscoded transaction was identified • <u>Expiration Date</u>: Enter the expiration date as it appears on the card (above) • <u>Transaction Date</u>: Enter the date the transaction occurred • <u>Transaction Amount</u>: Enter the amount of the transaction </td> </tr> <tr> <td>Section III:</td> <td> Merchant Information: <ul style="list-style-type: none"> • <u>Merchant Name</u>: Enter the name of the merchant • <u>Street Address</u>: Enter the street address of the merchant if known • <u>City/State/Province/Country</u>: Enter the city, state, country in which the merchant is located • <u>Merchant's Acquirer Name</u>: The Merchant's Acquirer is the bank that accepts the merchant's card transactions and initiates the interchange process. Citibank will complete this portion of the form • <u>Acquirer Reference/ICA Number</u>: This represents the Reference or ICA number assigned to the merchant's acquirer. Citibank will complete this portion of the form • <u>Current Merchant Category Code</u>: Enter the 4-digit merchant category code currently assigned to the merchant • <u>Requested Merchant Category Code</u>: Enter the 4-digit merchant category code that is being requested for the merchant </td> </tr> <tr> <td>Section IV:</td> <td> Comments: Provide supporting details and rationale for this request. If attaching additional documentation, be sure to indicate same in this area of the form </td> </tr> <tr> <td>Section V:</td> <td> Requestor Authorization: Enter the requestor's printed name, signature and date of request </td> </tr> <tr> <td colspan="2"> Submit Request form via mail or fax as follows: Citibank Commercial Cards P.O. Box 10085 Norfolk VA 23513 </td> <td> FAX TO: 866-951-8005 757-818-6893 </td> </tr> </table>	Section I:	Requestor Information: <ul style="list-style-type: none"> • <u>Name</u>: Enter the name of the person requesting the change • <u>Agency / Organization</u>: Enter the name of the Agency/Organization the requestor represents • <u>Address / Phone Number / Fax Number</u>: Enter the requestor's address, phone and fax information 	Section II:	Account Transaction Information: <ul style="list-style-type: none"> • <u>Card Type</u>: Select the type of card used when the miscoded transaction was identified • <u>Account Number</u>: Enter the 16-digit account number used when the miscoded transaction was identified • <u>Expiration Date</u>: Enter the expiration date as it appears on the card (above) • <u>Transaction Date</u>: Enter the date the transaction occurred • <u>Transaction Amount</u>: Enter the amount of the transaction 	Section III:	Merchant Information: <ul style="list-style-type: none"> • <u>Merchant Name</u>: Enter the name of the merchant • <u>Street Address</u>: Enter the street address of the merchant if known • <u>City/State/Province/Country</u>: Enter the city, state, country in which the merchant is located • <u>Merchant's Acquirer Name</u>: The Merchant's Acquirer is the bank that accepts the merchant's card transactions and initiates the interchange process. Citibank will complete this portion of the form • <u>Acquirer Reference/ICA Number</u>: This represents the Reference or ICA number assigned to the merchant's acquirer. Citibank will complete this portion of the form • <u>Current Merchant Category Code</u>: Enter the 4-digit merchant category code currently assigned to the merchant • <u>Requested Merchant Category Code</u>: Enter the 4-digit merchant category code that is being requested for the merchant 	Section IV:	Comments: Provide supporting details and rationale for this request. If attaching additional documentation, be sure to indicate same in this area of the form	Section V:	Requestor Authorization: Enter the requestor's printed name, signature and date of request	Submit Request form via mail or fax as follows: Citibank Commercial Cards P.O. Box 10085 Norfolk VA 23513		FAX TO: 866-951-8005 757-818-6893
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Citi Transaction Services

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