Citibank® MasterCard® 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.	To add a driver to the system, the driver completes part of Section III, and the A/OPC completes Section II and remainder of Section III, and signs in Section IV.
2.	Maintain a copy in the driver and Agency/Organization Program Coordinator's files. Fax completed form to 904-954-7700.

Section II: General Information

Agency/Organization Name: _____

*Bank # _____   *Agency/Organization ID # _____

*Driver # _____   *Function Code _____   A = Add a new driver
      (6 digit numeric)   M = Maintenance info on an existing driver

Status: ☐ Activate   ☐ Deactivate (check one)

Section III: Driver Information

*Driver Name (25 character alpha) (First Name/Middle Initial/Last Name)	Driver License # (15 character alphanumeric)
_____	_____

*State Issued	Country Issued	License Expiration Date (MM/DD/YYYY)	*Exception Indicator (Y/N)	Service Type[1]	Weekend Exception[2]	Military Time (Beg)	Military Time (End)

[1]Service Type: N = Not an exception
          1 = Self service only
          2 = Full service only

[2]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.

Oil Company # (Range 1) (12 individual codes, or 6 ranges)	_____ _____ _____ _____ _____ _____
Oil Company # (Range 2) (12 individual codes, or 6 ranges)	_____ _____ _____ _____ _____ _____

Section IV: Agency/Organization Program Coordinator Signature

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

*Asterisked fields must be completed prior to submission.