

## COMPANY INFORMATION

Company Name \_\_\_\_\_ Co Tax ID \_\_\_\_\_

➤ **Instructions for Use: Complete any of the following sections depending on the maintenance to be performed.**

## PROGRAM ADMINISTRATORS

Program Administrators are individuals authorized to administer Company's Program pursuant to the Business Cardholder Agreement. Individuals authorized as Program Administrators are able to manage the credit card program and may call into customer service on behalf of the program and all cardholders. *If eZBusiness access is also needed, an existing company admin can add them or submit a separate eZBusiness form to request that access.*

Name _____	Title _____
Action <u>Add / Remove</u> Phone # _____	Email _____
Name _____	Title _____
Action <u>Add / Remove</u> Phone # _____	Email _____

## CARD MAINTENANCE REQUESTED

**Change Existing Cardholder Limit** – Note: Changes may only be made to individual cardholder limits and not at the company level using this form. Changes are allowed to be either temporary or permanent changes. *\*If temporary, must provide the expiration date when the limit will return to current limit.*

Cardholder Name	New Limit Requested	Change Type	Expiration Date*
	\$ _____	Permanent / Temp	
	\$ _____	Permanent / Temp	
	\$ _____	Permanent / Temp	

**Close Existing Card** – Note: Adding new cards can be handled in eZBusiness by a company admin or requested with a Business Credit Card Request Form.

Cardholder Name	Last 4 of Card #	Requested Closure Date	Reason for Closure

## Rewards Program Householding

Rewards householding allows the company to aggregate points under the primary card designated below and will limit redemption to just that cardholder or designated individual(s). If householding is removed, individual cardholders will be able to redeem the rewards points earned on each of their cards.

\_\_\_\_\_ Add Householding      \_\_\_\_\_ Change Head of Household      \_\_\_\_\_ Remove Householding

Primary Cardholder, ie. "Head of Household"	Last 4 of Card #

*Note: If the account is centrally billed, the central bill account will be used as the head of household unless otherwise instructed.*

## NOTES AND/OR REQUEST OTHER TYPE OF MAINTENANCE

## COMPANY AUTHORIZATION

Company hereby acknowledges and authorizes MidFirst Bank to change Company's Card Service as designated on this Card Maintenance Form. Company acknowledges that it has reviewed and reaffirms its agreement to be bound by the terms and conditions of its Card Agreement with MidFirst Bank. Signatures delivered by facsimile transmission or by email delivery of a ".pdf" or "scan" format data file shall be given the same legal force and effect as original ink signatures.

Signature \_\_\_\_\_  
 Signer Name \_\_\_\_\_

Date \_\_\_\_\_  
 Title \_\_\_\_\_

Return the completed and signed form via:

**Email: [CreditCardServices@midfirst.com](mailto:CreditCardServices@midfirst.com)**  
 Fax: 405-767-6063

**Mail: MidFirst Bank, Attn: Credit Card Services**  
**P.O. Box 54370, Oklahoma City, OK 73154**