



Integrated Card Account Setup/Application Form (pg. 1 of 2)

U. S. Department of the Interior

(Optional fields are *italicized*. DO NOT use this form for Uniform or Vehicle/Fleet accounts)
 Information collected on this application is subject to the Privacy Act of 1974 (5 U.S.C. 552a) and applicable agency regulations.

| PART 1: TO BE COMPLETED BY EMPLOYEE | | | | | PLEASE TYPE OR PRINT ALL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------------------------|--|--|--|--|-----------------------------|--|--|--|--|----------------------------|--|--|--|--|----------------------------|--|--|--|--|
| Action Required: (Check one) | | | | | New Account <input type="checkbox"/> | | | | | Reinstatement <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cardholder name as it should appear on the card (First Name, Middle Name or Middle Initial and Last Name (Maximum 26 characters): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Social Security Number | | | | | Date of Birth (MM/DD/YYYY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: If a P.O. Box is your Primary Mailing Address, a physical address must also be provided. You may input this address in the section below. An application providing only a P.O. Box will not be processed. For APO/FPO addresses only, a physical address is not required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Primary Mailing Address (25 maximum characters) | | | | | | | | | | <input type="checkbox"/> Alternate Mailing Address (for newly issued card only) <input type="checkbox"/> Physical Address, if required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address Line 1 | | | | | Address Line 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address Line 2 | | | | | Address Line 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address Line 3 | | | | | Address Line 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | City: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State: | | | | | Zip Code: | | | | | State: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State: | | | | | Zip Code: | | | | | State: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Numbers: (Including applicable Area Codes) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office: | | | | | Ext.: | | | | | Home: | | | | | Fax Number: | | | | | | | | | | | | | | | | | | | | | | | | |
| E-mail Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you currently a user of the Electronic Account Government Ledger System (EAGLS)? | | | | | | | | | | If yes, please provide current EAGLS User ID: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | | | | | No <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Line Requested: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Travel/Fleet <input type="checkbox"/> | | | | | Purchase*/Fleet <input type="checkbox"/> | | | | | Travel/Purchase*/Fleet <input type="checkbox"/> | | | | | Office Travel Account <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| *Note: If required by bureau/office policy or procedures, when selecting the Purchase Business Line, you must provide the completion date for Purchase Training. Indicate date here: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you have requested a Purchase Business Line, are you warranted? | | | | | | | | | | *If yes, check box below to indicate your appropriate warrant level: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes* <input type="checkbox"/> | | | | | No <input type="checkbox"/> | | | | | 1A <input type="checkbox"/> | | | | | 1B <input type="checkbox"/> | | | | | 2A <input type="checkbox"/> | | | | | 2B <input type="checkbox"/> | | | | | 3 <input type="checkbox"/> | | | | | 4 <input type="checkbox"/> | | | | |
| Master Accounting Code (Default Account Code): | | | | | | | | | | Are Convenience Checks required?: (For Purchase Business Line only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | Yes <input type="checkbox"/> | | | | | No <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Office Assignment and Address: (To be used by the Department of the Interior) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Office Division or Branch: | | | | | | | | | | City: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Street Address: | | | | | | | | | | State: | | | | | Zip Code: | | | | | | | | | | | | | | | | | | | | | | | | |
| By signing below, I (a) request that a Government Card be issued in my name, (b) agree to use the Card for Government official business only, including mandatory use, in accordance with Department of the Interior policy; (c) agree to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card and; (d) attest to the best of my knowledge, that the information I have provided herein is true and correct. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pursuant to requirements of law, including the USA PATRIOT Act, Bank of America is requesting additional information to verify your identity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PLEASE RETAIN COPY FOR YOUR RECORDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant's Signature: _____ | | | | | | | | | | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: See attached Agreement between Department of the Interior Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| By signing below, I approve the issuance of a new card. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor's Name & Title: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name/title (Please print) | | | | | | | | | | Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commercial Office Telephone: | | | | | Ext.: | | | | | Date: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Part 2 on the next page must be completed by the employee's A/OPC.

Integrated Card Account Setup/Application Form
U. S. Department of the Interior



| | |
|----------------------|---|
| Purpose: | The U. S. Department of the Interior will use this form to establish an individual integrated card account of office travel account for the GSA SmartPay program. |
| Instructions: | <p>Cardholders: Fill out the section entitled “Part 1: To be completed by Employee.” Please print or type all information except your signature.</p> <p>Supervisors: After reviewing the information provided by the Employee, complete the Supervisors section at the bottom of “Part 1: to be completed by Employee.” Please print or type all information except your signature.</p> <p>A/OPCs: Fill out the section entitled “Part 2: To be completed by the Agency/Organization Program Coordinator.” Please print or type all information except your signature.</p> |

Part 1: TO BE COMPLETED BY EMPLOYEE

- Action Required –**
- New Account: Check this box if the applicant has not had a Bank of America MasterCard with the Department of the Interior in this bureau.
 - Reinstatement: Check this box if the applicant already had a Bank of America MasterCard account with the Department of the Interior that was previously cancelled.

Cardholder name as it should appear on the card – Self-explanatory.

Social Security Number or Other Unique Identifier – Self-explanatory.

Date of Birth – Complete information as appropriate

- Primary Mailing Address –** This is the address to which the employee’s statement of account should be mailed. If a P.O. Box is provided, a physical address is required in the designated section. For APO/FPO addresses only, a physical address is not required. If the Purchase Business Line is being requested, this should be the applicant’s office address, unless otherwise directed by bureau/office policy.
- Address Line 1: Indicate the street or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - Address Line 2: If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - Address Line 3: If needed, continue with the street, P.O. Box or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - City: Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
 - State: Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
 - Zip Code: Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]

- Alternate Mailing Address or Physical Mailing Address –** Complete this section if a P.O. Box is being provided as your Primary Mailing Address. Or, Complete this section if you would like the card mailed to an address that is different than the Primary Mailing Address to which the regular billing statement will be sent. NOTE: Expedited delivery to an alternate mailing address should be requested in emergency situations only.
- Address Line 1: Indicate the street or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - Address Line 2: If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - Address Line 3: If needed, continue with the street or other address information required for mail delivery. [Field length available: 40 positions. Data Type: Alphanumeric.]
 - City: Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]
 - State: Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
 - Zip Code: Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]

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U. S. Department of the Interior**



Part 1: TO BE COMPLETED BY EMPLOYEE (continued)

Telephone Numbers (including applicable Area Codes) –

- **Commercial Office Phone:** The applicant’s commercially accessible work telephone number. [Field length available: 17 positions. Data Type: Numeric.]
- **Home:** The applicant’s home telephone number. [Field length available: 17 positions. Data Type: Numeric.]
- **Fax Number:** The applicant’s commercially accessible fax number, if available. [Field length available: 17 positions. Data Type: Numeric.]

E-mail Address – Employee’s internet e-mail address, if available. [Field length available: 60 positions. Data Type: Alphanumeric.]

Are you currently a user of the Electronic Account Government Ledger System (EAGLS)? – Check the appropriate box to indicate whether or not you already have been issued a User ID for access to Bank of America’s Electronic Account Government Ledger System.

If yes, please provide current EAGLS User ID – If you are already an EAGLS user, indicate your EAGLS User ID. [Field length available: 8 positions. Data Type: Alphanumeric.]

Business Line Requested –

- **Travel/Fleet:** An account issued to an individual for the Travel and Fleet Business Lines only.
- **Purchase*/Fleet:** An account issued to an individual for Purchase and Fleet Business Lines only.
- **Travel/Purchase*/Fleet:** An account issued to an individual for all three Business Lines.
- **Office Travel Account:** An office account to be used for invitational travel.

If you have requested a Purchase Business Line, are you warranted? – For cardholders with purchase authority, specify if you hold a contracting officer’s warrant and check the appropriate box to indicate your warrant level.

Master Accounting Code (MAC or Default Account Code) – The default account code that will be applied to all transactions for this account for budget tracking purposes. This is a mandatory field. Include (a) an appropriation code and (b) a cost accounting data/code. Examples of MACs for each bureau are listed in the following table:

| Bureau/Accounting Entity | Total Accounting Code Length | Formatted Example* |
|-----------------------------------|------------------------------|--------------------------------------|
| Bureau of Indian Affairs (BIA) | 29 | 2000-A00100-31010#####261A |
| Bureau of Land Management (BLM) | 23 | 2000182000####BC640261A |
| Bureau of Reclamation (BOR) | 38 | K12-12345678-12345671234567#####261A |
| Fish and Wildlife Service (FWS) | 22 | 2000-1261000012345261A |
| Minerals Management Service (MMS) | 13 | PB6026D02261A |
| Office of the Secretary | 26 | 20006600CBW01-#####261A |
| Office of Surface Mining | N/A | |
| National Park Service | 19 | 200014920002SYA261A |
| US Geological Survey | 23 | 2000-####6120-00060261A |
| Office of the Special Trustee | 17 | 2000-70000000261A |
| Office of Aircraft Services | N/A | |
| BOR Job Corps | 23 | 2001-JB1-5035216701261A |
| FWS Job Corps | 22 | 2001-1261000012345261A |

*Color Coding for Account Code Segmentation: Segment 1 Segment 2 Segment 3 Segment 4

Are Convenience Checks required? – If you have requested the Purchase Business Line, check the appropriate box to indicate whether or not you also will require Convenience Checks.

Office Assignment and Address – For Department of the Interior use only. Self-explanatory.

Applicant’s Signature and Date – Employee’s signature and the date the application form is signed.

Supervisor’s Approval Signature and Date – Employee’s supervisor must sign and date the setup/application form.

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U. S. Department of the Interior



Part 2 (Section to be completed by the Agency/Organization Program Coordinator)

Cardholder name as it should appear on the card – Self-explanatory.

Social Security Number or Other Unique Identifier – Self-explanatory.

Central Account Number – The 16 digit roll-up number assigned for this billing entity. This number allows Bank of America to assign the centrally-billed transactions to the correct account. The first six digits have been pre-filled for your convenience.

Account Hierarchy (HL1 to HL8) – The hierarchy level (HL) numbers under which the new account will be established. Complete as many hierarchical levels as are appropriate for the cardholder/account. A/OPCs should refer to the hierarchy lists published by their bureau or office to determine the correct numbers to use. Each level of hierarchy consists of a seven-digit number; up to eight levels of hierarchy may be assigned. Hierarchy levels are sequential and indicate the organization’s structure as illustrated below:

HL1 = 0000003 Department of the Interior
 HL2 = 00000XX Bureau*
 HL3 = 3XXXXXX

*The HL2 numbers available for use by the Department of the Interior include:

| | | | | | |
|--------------------------------|--|---------------------------------|------------------------------------|--------------------------------|------------------------------|
| <u>Office of the Secretary</u> | <u>Bureau of Land Management</u> | <u>Bureau of Indian Affairs</u> | <u>Bureau of Reclamation</u> | <u>U. S. Geological Survey</u> | <u>National Park Service</u> |
| 0000001 | 0000005 | 0000006 | 0000007 | 0000008 | 0000010 |
| | <u>U. S. Fish and Wildlife Service</u> | <u>Office of Surface Mining</u> | <u>Minerals Management Service</u> | | |
| | 0000015 | 0000022 | 0000023 | | |

A complete hierarchy level number always begins with Level 1 and contains successive level numbers, down to the lowest level assigned. It is required to determine the reporting group to which a cardholder’s account will belong.

Please verify the Master Accounting Code indicated in Part 1 above. If incorrect, please specify the correct one here – Self-explanatory.

FIPS Code – Indicate the Federal Information Processing Standards Code assigned to your organization. The Department of the Interior’s two-digit code (14) has been pre-filled. The FIPS Code is used for the identification of Federal and Federally-Assisted Organizations. For more information, see Publication 95-1, or download from <http://www.nist.gov/itl/div897/pubs/fip95-1.html>. [Field lengths available: 4 positions. Data Type: Alphanumeric.]

Card Issuance – Based on the Business Lines selected, indicate whether or not a card is to be issued.

- Integrated (MIGI): A card will be issued for this account featuring a plastic design that indicates the account is issued for official government use only.
- No Card (Office Travel Account): A Centrally Billed card less account used to pay for invitational travel expenses will be established. “Office Travel Account” must also be selected as the Business Line.

ATM Access – Check whether or not cash access via ATM should be available to the cardholder (travel business line only).

- Yes (GSTD): An ATM Personal Identification Number (PIN) for cash access will be issued to the cardholder
- No (GSPN): Cash access via ATM will not be available to the cardholder.

Account Type – Designate whether the applicant’s account should be Standard or Limited Use.

If Limited Use, specify the following – If the Limited Use option is chosen, enter the dates the card is to be initially available for use and then deactivated after initial use, if known. If no dates are provided, the card will be issued in a deactivated status and must be activated by the A/OPC before the cardholder will be able to use it. Cardholder confirmation of card receipt will not result in automatic activation for a Limited Use card as it does for a Standard card.

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U. S. Department of the Interior



Authorization Control Option Set Number – Specify the Authorization Control Option Set number that will apply to this account. Option sets identify the type of transactions a cardholder may make and to limit account spending on a daily, weekly, or per cycle basis.

Part 2 (Section to be completed by the Agency/Organization Program Coordinator)

Convenience Checks – Convenience Checks are available only to applicants requesting the Purchase Business Line. If the cardholder is authorized to receive them, check the appropriate box to indicate the single purchase limit specific to the convenience checks ordered and indicate the number of Checks, either 20 or 50, required for issuance. All accounts requiring Convenience Checks will receive an automatic replenishment of the quantity specified as Checks are used.

A/OPC – Printed or typed name of the Agency/Organization Program Coordinator (A/OPC) authorizing this application on behalf of their bureau or office and the Department of the Interior.

Signature – A/OPC’s signature.

Date – Date of A/OPC’s signature.

Address Line 1 – The first line of the agency address should start with the bureau or office, such as Bureau of Land Management. [Field length available: 40 positions. Data Type: Alphanumeric.]

Address Line 2 – If needed, continue with the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]

Address Line 3 – If needed, continue with the street, P.O. Box or other address information. [Field length available: 40 positions. Data Type: Alphanumeric.]

City – Self-explanatory. [Field length available: 19 positions. Data Type: Alphabetic.]

State – Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]

Zip Code – Self-explanatory. [Field length available: 9 positions. Data Type: Numeric.]

Once completed, you may MAIL or FAX completed application form(s) to:

Bank of America
Attn: Government Card Services Unit (GCSU)
P. O. Box 1637
Norfolk, VA 23501-1637
Fax: 1-888-784-1039 toll-free if dialing from the U.S. or Canada; or
1-757-441-4993 if dialing from international locations
If you need assistance completing this application, please call 1.800.558.0548. If outside the U.S., please call collect 1.757.441.4124.

For TTY/TDD access, please call 1.800.672.0779.

AGREEMENT BETWEEN THE DEPARTMENT OF THE INTERIOR EMPLOYEE AND
BANK OF AMERICA, N.A.(USA)

IMPORTANT: BEFORE YOU SIGN THE INTEGRATED CARD ACCOUNT SETUP/APPLICATION FORM FOR THE DEPARTMENT OF THE INTERIOR, SIGN OR USE THE GOVERNMENT CARD, READ THIS AGREEMENT THOROUGHLY. PLEASE RETAIN THIS AGREEMENT FOR YOUR RECORDS.

1. DEFINITIONS. In this Agreement, the word "Agreement" means this document as modified by any amendment issued pursuant to Section 13. The words "we", "Bank of America" or "us" refers to Bank of America, N.A. (USA), the issuer of the Card. The "GSA Contract" refers to the General Services Administration Contract No. GS-23F-98004. The word "Program" means the card program established pursuant to the GSA contract. "Agency/Organization" means the United States federal agency, bureau, division, office or other organizational entity participating in the program that has requested/authorized Bank of America to open an account for you. The words "cardholder", "you" or "your" mean the Agency/Organization employee whose name appears on the Card. The words "Government Card", "Card" or "Cards" mean the card issued to you by us under the Program. "Account" means the account established by us in connection with the Government Card. "Cash Advance" is a cash advance obtained through use of the Account at any participating affiliated automated teller machine ("ATM") or any financial institution or other establishment authorized to process and grant you a cash advance.

2. ACCEPTANCE OF THE AGREEMENT. BY SIGNING THE INTEGRATED CARD ACCOUNT SETUP/APPLICATION FORM FOR THE DEPARTMENT OF THE INTERIOR, ACTIVATING, SIGNING, OR USING THE CARD AND/OR THE ACCOUNT, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, CUT THE CARD IN HALF AND RETURN THE PIECES TO BANK OF AMERICA.

3. PROMISE TO PAY; LIABILITY. All individually billed amounts charged to the Account including purchases, Cash Advances and fees will be called "Charges." You promise to pay for all individually billed Charges (as reflected on your

Statement of Account) made by you or anyone you allow to use the Account until paid in full. Official individually billed travel and travel-related expenses charged to the Card will be reimbursed by the Agency/Organization under the Agency's/Organization's expense reimbursement procedures applicable to you. You also agree to report your expenses promptly to the Agency/Organization in accordance with its expense reimbursement procedures. You, as the Cardholder, are responsible for making payment to Bank of America for individually billed charges. You are responsible for all Charges made with the Card even if you let someone else use the Card or voluntarily relinquish physical possession of the Card. You must retrieve the Card from that person to avoid further liability.

4. DISCLOSURE OF ACCOUNT INFORMATION. In addition to routine uses under the Privacy Act, you authorize Bank of America to: (1) provide information about your Account to Bank of America's service providers administering your Account under the GSA Contract; (2) disclose all necessary Account information to outside attorneys representing Bank of America in connection with any legal or administrative proceeding involving your Account or Bank of America's actions under this Agreement; (3) provide all necessary Account information to Bank of America's auditors in the course of any audit; (4) disclose all necessary Account information to outside attorneys, collection agencies or credit bureaus if we refer all or part of the Account for collection in accordance with the GSA Contract and your Agency/Organization's Task Order. You understand that past due Accounts will be reported to your Agency/Organization. By signing the Integrated Card Account Setup/Application Form for the Department of the Interior, activating, signing or using the Card, you are providing your written consent to the disclosure of Account information as provided in this Section 4.

5. USE OF GOVERNMENT CARD. You agree to use the Card and Account only for official purchase, travel, fleet, and official related Charges in accordance with your Agency/Organization policy. You agree not to use the Card or Account for personal, family or household purposes. Charging privileges on the Card and Account are provided by Bank of America pursuant to the GSA

AGREEMENT BETWEEN THE DEPARTMENT OF THE INTERIOR EMPLOYEE AND
BANK OF AMERICA, N.A.(USA)

Contract and the Task Order of your Agency/Organization. No other person is permitted to use the Card or Account issued to you for Charges or for any other reason.

6. PAYMENT. We will send statements of all Charges to you. All payments for individually billed Charges are due by the due date specified on your statement ("Due Date"). You should notify us immediately of any change in your billing address by calling the number indicated in Section 14. Payments must be made in U.S. currency, in electronic form or with a money order payable in U.S. dollars, or with a draft or a check drawn on a bank in the U.S. and payable in U.S. dollars. If we decide to accept a payment made in some other form, payment will not be credited to your Account until your payment is converted into one of the forms just mentioned. We may accept late payments, partial payments or checks and money orders marked "payment in full" or with other restrictive endorsements without losing any rights under this Agreement or under the law.

7. SUSPENSION AND CANCELLATION.

Suspension or cancellation does not affect the terms of this Agreement, including without limitation your obligation to pay the balance of your Account, until your obligation to Bank of America under this Agreement has been satisfied.

A. **Suspension:** Bank of America may suspend your Account and prohibit further Charges if (i) payment for any undisputed principal amount is not received within 61 calendar days from the closing date on the statement in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (ii) the Agency/Organization or GSA requests the suspension. Bank of America will reinstate your suspended account upon full payment of the amount due unless otherwise directed by the Agency/Organization.

B. **Cancellation by Cardholder:** You may cancel the Card and Account at any time by notifying Bank of America, cutting the Card in half and returning the parts to Bank of America. You must also return all unused convenience checks in your possession.

C. **Cancellation by Bank of America**

(i). **Automatic Cancellation:** The Card and the Account will automatically be canceled upon (a) notification of termination of your employment with the Agency/Organization regardless of the reason; (b) termination or expiration of the GSA Contract and/or Agency/Organization task order; (c) request of the Agency/Organization or GSA; or (d) request of Bank of America with the permission of the Agency/Organization. Upon cancellation, you agree to return the Card, cut in half, and all unused convenience checks, immediately, to Bank of America.

(ii). **Cancellation Due to Delinquency:** Bank of America may cancel your Account if (a) the Account has been suspended two times during a 12 month period for non-payment of undisputed principal amounts and is past due again; for purpose of this section 7.C.(ii).(a), "past due" means payment is not received within 45 calendar days from the closing date on the statement of Account in which the Charge first appeared; (b) the Account is 96 calendar days past due from the closing date on the statement of Account in which the unpaid Charge first appeared, or within the timeframe specified in the Agency/Organization task order, unless otherwise directed by the Agency/Organization Program Coordinator, or (c) the Agency/Organization or GSA requests the cancellation. Bank of America may reinstate a canceled Account upon full payment of the amount due and any late fee assessed. Account statements may not (at the option of Bank of America) be sent after an Account has been canceled.

8. ATM USAGE. If your Agency/Organization is participating in the Bank of America ATM Program for Government Cardholders, authorized cardholders will separately receive a Personal Identification Number ("PIN"). You may then obtain Cash Advances for official expenses at an ATM when authorized in accordance with Agency/Organization procedures.

9. NO WAIVER OF BANK OF AMERICA'S RIGHTS. All rights and remedies of Bank of America are cumulative and may be pursued singularly, successively or together, at the option of Bank of America. Except as expressly provided below in this Section 9, Bank of America's failure at any time to exercise any of its rights hereunder or any other rights shall not constitute a waiver

AGREEMENT BETWEEN THE DEPARTMENT OF THE INTERIOR EMPLOYEE AND
BANK OF AMERICA, N.A.(USA)

nor otherwise bar the exercise of any of these options or rights at a later date. Bank of America waives its right to suspend the Account for a particular Charge if suspension procedures are not initiated within 180 calendar days of the closing date on the statement of Account in which the Charge first appeared. Bank of America waives its right to cancel the Account for a particular Charge if cancellation procedures are not initiated within 180 calendar days of the closing date on the statement of Account in which the Charge first appeared.

10. TRAVELERS CHECKS AND CONVENIENCE CHECKS

a. Travelers Checks.

If your Agency/Organization is participating in the Bank of America Travelers Check program for Government Cardholders, you may purchase travelers checks when authorized in accordance with Agency/Organization procedures and a Travelers Check Fee of 1.5% of the total amount of the checks purchased will apply. If your Agency/Organization has negotiated a lower Travelers Checks Fee, the lower amount will apply.

b. Convenience Checks

If your Agency/Organization is participating in the Bank of America Convenience Check program for Government Cardholders, you may order convenience checks when authorized in accordance with Agency/Organization procedures. You may not make any payment on your account with a Convenience Check. Convenience Checks will not be returned to you. Although Bank of America may attempt to do so upon your request, Bank of America is in no way liable for failure to stop payment of a convenience check. A Convenience Check fee of 1.9% of the total amount of each convenience check will apply.

11. CHARGES. You agree to pay the following Charges unless your Agency/Organization has negotiated a lower rate or fee, in which case, you will pay the lower amount.

- Return Check Fee. \$20.00 for any payment which is returned for any reason.
- Cash Advance Fee. 1.9% of the amount of each Cash Advance.

- Delinquency and Collection Charges. If Bank of America refers your Account to any attorney for collection, you will be responsible for attorney's fees, if any, not to exceed 25% of the Account balance plus all other costs of collection and court costs except where prohibited by law.
- Late Fee. \$20.00 for any payment not received within 120 calendar days past the closing date on the statement of Account in which the Charge first appeared.

12. CONVERSION OF FOREIGN TRANSACTIONS. Charges made in a foreign currency will be converted into U.S. Dollars. The conversion rate used will be at least as favorable as an interbank rate or where required by law, an official rate. This rate shall be the one in existence at the time the transaction is processed.

13. CHANGE IN TERMS. Bank of America may, with the written consent of GSA and your Agency/Organization, change the terms of this Agreement upon 30-day written notice to you. You agree that the new terms provided in any such notice may apply both to your new transactions and to your Account balance on the date the change becomes effective. If you do not agree to a change in terms of this agreement, then prior to the effective date of the change, you must notify us, cut the card in half and return the pieces to us.

14. LOST OR STOLEN CARD/REPLACEMENT. If your Card or convenience checks are lost or stolen, or if you think another person may have used your Account without your permission, you must notify Bank of America immediately by calling the number listed below.

Telephone Numbers:

Within United States call 1.800.472.1424 Collect Calls
outside the United States 757.441.4124
For TTY/TDD access call 1.800.672.0779

You may confirm your notification by writing to:

Bank of America
Security Department
P.O. Box 1350
Norfolk, VA 23501

If there is any unauthorized use of your Card or Account you agree to cooperate with Bank of

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America during its investigation, which will include your completion of a Cardholder Statement of Disputed Item. Should you need a replacement card, please call the same telephone number listed in this Section 14 for lost or stolen Cards.

and legal representatives and upon anyone to whom you assign your assets or who succeeds to them.

15. LIMITATION OF DAMAGES. In no event shall Bank of America be liable to you for any consequential, special, indirect or punitive damages of any nature.

21. GOVERNING LAW: This Agreement and your Account are subject to the GSA Contract and shall be governed by Arizona law and the laws of the United States. This Agreement is entered into in Arizona and all credit will be extended by Bank of America from Arizona.

16. COLLECTION/TELEPHONE

MONITORING. You agree that if you do not pay your Account, Bank of America or its collection agent may call you regarding the collection of your Account. You understand that the calls could be automatically dialed and a recorded message may be played. You agree such calls will not be "unsolicited" calls for purposes of local, state or federal law. You agree that we may monitor telephone calls between you and us to ensure the quality of the customer service we provide.

PRIVACY ACT NOTICE:

In accordance with the Privacy Act (5 U.S.C. 552a), the following notice is provided: The information requested on the card application form is collected pursuant to Executive Order 9397 and chapter 57, title 5, United States Code, for the purposes of recording travel expenses incurred by the employee/member and to claim entitlements and allowances prescribed in applicable federal travel regulations. The purpose of the collection of this information is to provide Government agencies necessary information on the GSA travel card contract which provides travelers with charge cards for official travel and related expenses, attendant operational and control support, and management information reports for expense control. Routine uses which may be made of the collected information and other account information in the system of records entitled "Travel Charge Card Program GSA/GOVT-3" are as follows: (1) transfers to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations; (2) pursuant to a request of another Federal agency in connection with hiring, retention, issuing a security clearance, reporting an employee investigation, clarifying a job, letter or contract or issuing a license, grant, or other benefit; (3) to a Member of Congress or to a Congressional Staff Member in response to an inquiry of the Congressional Office made at the request of the individual about whom the record is maintained; (4) to officials of labor organizations when necessary to their duties of exclusive representation; (5) to a Federal agency for accumulating reporting data and monitoring the system; (6) GSA contract travel agents assigned to agencies for billing of travel expenses; (7) listing, reports, and records to GSA by the contractor to conduct audits of carrier charges to the Government; and (8) any other use specified by GSA in the system of records entitled "Travel Charge Card Program GSA/GOVT-3," as published in the

17. CHANGES TO NAME, ADDRESS OR EMPLOYMENT. You understand that Bank of America will send Statements of Account, replacement or renewal Cards, or other notices to the address shown in its records. You will promptly notify Bank of America of any change in your name, address or employment.

18. NONTRANSFERABLE. Each Card is nontransferable.

19. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement.

20. SUCCESSORS AND ASSIGNS. You agree that Bank of America may at any time assign or transfer to another person your Account, your Account balance, or this Agreement. The persons to whom Bank of America transfers or assigns your Account, your Account balance, or this Agreement will have all of Bank of America's rights under this Agreement. You will not assign or transfer any of your rights or duties under this Agreement, and this Agreement is binding on your successors, heirs

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Federal Register periodically by GSA. The information requested is not mandatory. Failure to provide the information will nullify the application, and a charge card will not be issued to the employee/member.

**Convenient and Easy
Make Your Payments by Phone**

Bank of America enables you to make payments by phone to your Government Charge Card account by contacting the Government Card Services Unit. This service is offered to facilitate the ease of making payments to your charge card account, however utilizing this service is not a GSA SmartPay contract requirement. Each Pay by Phone transaction may be subject to a processing fee. This Agreement applies when utilizing the Payment by Phone Option.

Payment by Phone Authorization

When I use the Payment by Phone option, I hereby authorize Bank of America, N.A. (USA) (the Bank) to initiate electronic payments from my designated account at the financial institution I indicate for the purpose of making any payment on my Government charge card account (Account). I understand I must authorize the timing and amount of each payment transaction by providing authentication information requested by the Bank.

I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- 1) **Processing Fee** - Each Payment by Phone transaction may be subject to a fee not to exceed \$10.00. The fee will be added to the amount of the payment.
- 2) **Effective Date of Payment** – Payment will occur on the date I initiate the request, if requested prior to 6:00 PM ET. If the request is initiated after 6 PM ET, the effective date will be the following business day.
- 3) **Dishonored Request for Payment** – If a payment is dishonored for any reason, including insufficient funds, both the Bank, in accordance with my Account agreement, and my financial institution may assess a fee. If a payment is dishonored by my financial institution for “insufficient funds”, the Bank will attempt to initiate the electronic payment one more time before deeming the payment unpaid. I understand that if a payment is dishonored, my Account will be considered due for that payment, and other payment arrangements will need to be made.
- 4) **In Case of Error** – If my Account statement indicates an incorrect payment or amount or I need more information about a payment transaction, I will write or call the Bank at the number or address provided on my statement of Account for billing errors. The Bank must hear from me no later than 60 days after I have received the first statement on which the payment appeared. For more information, I can read the back of my Account statement.
- 5) **Revocation of a Payment**- After I initiate a Payment by Phone transaction, I have until 4:00 PM ET the day of the scheduled payment to cancel or revoke that payment.
- 6) **Governing Law** - This Authorization shall be governed by and interpreted in accordance with the laws of the State of Arizona.
- 7) **Authentication Information** - I acknowledge the Bank may require additional information from me for authorization and authentication of a Payment by Phone transaction. Any information I provide for authorization and authentication will be kept confidential by the Bank.
- 8) **Authorization and Security Procedure** – A Payment by Phone transaction will not occur unless I initiate the payment through the Bank’s automated response unit or speak with the Bank’s customer service representative. I agree that the security procedures followed by the Bank to authenticate my consent to a Payment by Phone transaction, although not in writing, are reasonable and I agree to be bound by them as if I had signed this Authorization in writing. I understand that this Authorization is a separate agreement from, and does not change, the agreement governing my Account.
- 9) **Modification of this Authorization** – The Bank may modify this Authorization by changing, adding or deleting any term, condition, service or feature (“New Term”) at any time. The Bank will provide me with notice of the modification to the extent required by law. I agree to the “New Term” by conducting a Payment by Phone transaction after the Bank provides me notice of the modification.

PLEASE RETAIN FOR YOUR RECORDS