



Business Credit Card Authorized Representative Maintenance Form

This form is used to add an Authorized Representative (AR) to or delete an existing Authorized Representative from a business credit card account (the "Account") issued by KeyBank National Association ("KeyBank") to the business entity listed below under the Business Information section (herein the "Company"). By designating an Authorized Representative below, the Company is authorizing such Authorized Representative to take the actions listed below in the Agreement section. The Company is permitted to designate more than one Authorized Representative, at Company's discretion. Multiple credit cards may be issued under the Account (herein a "Card") and all cards together comprise the Account.

Business Information	
Name of Company as indicated on business credit card:	
Tax Identification Number:	Last 4 digits of Existing Primary Company Account #:

Authorized Representatives Information	
<input type="checkbox"/> Add Privileged Authorized Representative	<input type="checkbox"/> Delete Privileged Authorized Representative
<input type="checkbox"/> Add Limited Authorized Representative	<input type="checkbox"/> Delete Limited Authorized Representative
Authorized Representative Name:	
Social Security Number (required):	
Date of Birth:	Phone Number: US Citizen (Y/N): <input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Address:	
Driver's License or Passport Number:	Exp. Date: State:

Agreement and Signatures
<p>Company hereby authorizes each Authorized Representative designated above to provide direction to and interact with Key on behalf of and in the name of the Company relative to the Permitted Functions described on the back of this form. An Authorized Representative may not perform any of the Prohibited Actions.</p> <p>Company agrees KeyBank may accept instructions from an Authorized Representative. KeyBank may require certain identity verification procedures be satisfied when instructions are submitted. Company agrees that the authorizations set forth in this Credit Card form will remain in full force and effect until the Company, through an authorized officer of the Company, notifies KeyBank in writing that such authorizations are rescinded.</p> <p>The Company certifies to KeyBank that the person executing this Form is an authorized officer of the Company and is acting in his or her capacity as an officer and agent of the Company. Further, the signer represents and warrants that he or she is authorized by the appropriate organizational documents to enter into agreements of this nature.</p>

DATED THIS _____ DAY OF _____, 20____ BY:
Signature of Authorized Officer:
Printed Name of Authorized Officer:
Title of Authorized Officer:



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Limited and Privileged Authorized Representative Functions

1. Designate new cardholders (including themselves);
2. Cancel any Card connected to the Account;
3. Set or adjust the spending limit associated with a particular Card, including their own;
4. Request replacement Cards;
5. Initiate billing disputes, communicate with KeyBank regarding such billing disputes and provide any required documentation relating to a billing dispute;
6. Report fraudulent transactions, communicate with KeyBank regarding such fraudulent transactions and provide any required documentation relating to a fraudulent transaction;
7. Report lost or stolen Cards;
8. Request or remove a temporary block on a Card;
9. Communicate a change in address of the Company and request KeyBank's records reflect such changes for mailing of monthly statements and other correspondence from KeyBank to Company regarding the Account;
10. Request a change in the billing cycle;
11. Request a correction to the embossed name on a Card;
12. Request the placement of or removal of a stop payment on a convenience check;
13. Request a credit balance refund;
14. Request a fee reversal or other financial adjustment to the Account;
15. Request written confirmation of certain actions on the Account;
16. View transaction history, annual summary or other general information on the Account;
17. Request statement reprints;
18. Setup alerts on behalf of any or all Cards;
19. Request a decrease in the cash advance limit with respect to any or all Cards;
20. Request a merchant receipt;
21. Make a payment;
22. Perform any other administrative action relative to the Account or Card that is not one of the Prohibited Actions defined below.

Additional Privileged Authorized Representative Functions

1. Close the Account;
2. Request a credit limit increase or credit limit decrease on the Account;
3. View and redeem rewards;
4. Authorize overdraft payments to the Company's checking account only if the Privileged Authorized Representative is a signer on the Company account being protected;
5. Remove themselves or another individual as an Authorized Representative (Note: Removal of the last remaining Authorized Representative may prevent an Account from being timely serviced.); and

A Limited or Privileged Authorized Representative may not perform any of the following actions (herein referred to as the "Prohibited Actions"): (1) request to change a Personal Identification Number (PIN) on any Card other than their own, (2) request a PIN mailer on any Card other than their own, (3) order convenience checks, (4) request a cash advance for any card other than their own, (5) activate a Card other than their own, and (6) perform a balance transfer. For the avoidance of doubt, the Limited Authorized Representative may not perform any of the Additional Functions of the Privileged Authorized Representative.

Cardholders may mail completed form to:
Cardmember Services
P.O. Box 89441
Cleveland, OH 44101-6446