|  |
| --- |
| **\*COMPANY ADMINISTRATOR TO EMAIL FORM TO** [**DataEntry@fhb.com**](mailto:DataEntry@fhb.com) **FOR PROCESSING\*** |
| **DEPARTMENT NAME** |
| **Cardholder Application Form** |
| All requests will be completed within 3 business days. An email response will be sent when the request has been processed  or contact Customer Service at 847-4444 or 1-800-342-2778 for a status update. |

**\*USE THE TAB KEY TO MOVE FROM FIELD TO FIELD\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Application Submitted**: |  | | |
|  | | | | | | | | | | | | | |
| **Applicant Information: (To be completed by the CARDHOLDER)** | | | | | | | | | | | | | |
| **Cardholder Name (First, MI, Last)** | | | | | **Embossed Company Name (21 A#-: Defaulted on all cards)** | | | | | | | | |
|  | | | | | DEPARTMENT NAME | | | | | | | | |
| **Verification ID – (6 NUMERIC/ REQUIRED)**  **DEFAULT MAILING ZIP CODE+0 IF BLANK\*** | | **Job Position / Title** | | | | | | **Date of Birth**  **(MM/DD/YYYY)** | | | | | |
|  | |  | | | | | |  | |  | |  | |
| **Mailing Address** | | | **City** | | | **ST** | **Zip** | **Business Phone (REQUIRED)** | | | | | |
|  | | |  | | |  |  |  |  | | - | |  |
|  | | | Ext: |  | | | | |
|  | | |
| **Card Mailing Address** (if different from above) | | | **City** | | | **ST** | **Zip** | **Cell Phone** | | | | | |
|  | | |  | | |  |  |  |  | | - | |  |
|  | | |
| **Email Address** | | | | | | | | **Fax Number** | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Card Administrator Information (To be completed by the ADMINISTRATOR)** | | | | | | | | |
| **Card Administrator Name** | | | **Email Address** | **Business Phone** | | | | |
|  | | |  |  |  | - |  | EXT. |
| **Cardholder Credit/Spend Limit**  (Resets at cycle) | | **Special Instructions** (single purchase limit, mcc blocking, etc.) | | | | | | |
| $ |  |  | | | | | | |

**\*CARD ADMIN – PLEASE LET THE CARDHOLDER KNOW WHAT THEIR VERIFICATION ID IS, AS SEEN ABOVE. THE VERIFICATION ID IS REQUIRED FOR IDENTIFICATION PURPOSES.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Use Only** | | | | | | | | |
| Branch# | Strategy Code | | Bulk Ship | Individual Auth | | Group Auth | | Cash Option# |
| 01 | STOFH1 | |  | 00001 | | SOH01 | | 001 |
| Company # | | T# | | | TBR # | | Account Number | |
| 99 999 99 | | 99-9999999 | | | 9999999 | |  | |