

GSA SmartPay2 – Department of the Interior - Fleet Account Form

To ensure accurate and timely processing please type or print clearly. Incomplete, illegible forms will not be processed.

Agency Information Required																		
Agency/Organization Name: United States Department of the Interior																		
Company # 700 (5 digits total)			Bank 8226			Plastic Type <input checked="" type="checkbox"/> Standard (Agent 0101)												
Hierarchy Level:		Level 1 00003		PaymentNet Hierarchy ID					Tax Exempt Field									
Cardholder Information Required																		
Vehicle Name (First Name, Asterisk, Last Name)																		
Unique Security Identifier (Required)				---		---		Unique Passphrase (FIPS#) (Required)										
Name Line 2		TAX EXEMPT ID 140001849																
Address Line 1																		
Address Line 2																		
City										State		Zip Code						
Telephone Numbers: (Including applicable Area Codes):				Work Phone () -				FAX Number () -										
Master Accounting Code		Segment 1 Blank		Segment 2		Segment 3		Segment 4		Segment 5		Segment 6						
Vehicle Custodian Signature: _____						Date: _____												
Supervisor/Fleet Manager Name and signature: _____ Name (Please Type or print)						Supervisor/Fleet Manager Signature			Date: _____									
Fleet Card Controls																		
Product Restriction Code: Bank Use Only: 1		Product Type Code: 5		Emboss "Fuel Only": Bank Use Only: N			Vehicle or Driver Card: V		Authorize: Bank Use Only: N									
Cardholder Controls – to be completed by A/OPC																		
											Credit Limit \$		(Same as Cycle Limit)					
MCC Group 1		F D O I F L E E T D			MCCG1 Action Code: D													
					MCC Group 1 Daily Trans Limit #			MCC Group 1 Cycle Limit \$		MCC Group 1 Single Purchase Limit \$								
MCC Group 2		F D O I F L E E T			MCCG2 Action Code: I													
If Action=Divert, Diversion Account #				5	5	6	8	---	2	6	7	9	--	0	0	0	0	---
Approval Required – A/OPC																		
Approved By: Name (Please Type or Print)						A/OPC Signature: _____				Date: _____								
Address Line 1						Address Line 2												
City:			State:		Zip Code:		Phone:			Fax:		Email:						
Forms may be sent by facsimile transmission to JPMC without hard copy follow up provided, however, that JPMC shall be entitled to rely on any unconfirmed, facsimile transmission made by any person or persons JPMC reasonably believes to be acting on behalf of the Corporation as if such notice had been confirmed and the Corporation hereby indemnifies and holds JPMC harmless from any loss, cost or expense, including reasonable attorney's fees, which JPMC may incur or become liable for as a result of such reliance.																		
Bank Use Only																		
Account Number _____																		
Date: _____						Initials: _____												

FLEET APPLICATION INSTRUCTIONS

Purpose: The U. S. Department of the Interior will use this form to establish a fleet account for the GSA SmartPay2 program.

Instructions: Cardholders: Cardholder is generally the Vehicle Custodian. Fill out the section entitled “Cardholder Information Required.” Please print or type all information except your signature.

Supervisor/Fleet Manager: After reviewing the information provided by the Vehicle Custodian, complete the Supervisor/Fleet Manager’s section at the bottom of “Cardholder Information Required.” Please print or type all information except your signature.

A/OPCs: Fill out the sections entitled “Agency Information Required”, “Cardholder Controls”, and “Approval Required—A/OPC” Please print or type all information except your signature.

Agency Information Required

Company Number – Choose the appropriate bureau company code listed below:

<u>BUREAU</u>	<u>COMPANY NUMBER</u>
Office of the Secretary	70000
Bureau of Land Management	70001
Bureau of Indian Affairs	70002
Bureau of Reclamation	70003
US Geological Survey	70005
National Park Service	70006
US Fish and Wildlife Service	70007
Office of Surface Mining	70008
Bureau of Ocean Energy	70009
Office of Special Trustee	70011
Office of Inspector General	70012

PaymentNet ID – Refer to Bureau Hierarchy Listing. Report available to download in PaymentNet, Report entitled, “Hierarchy List by Level.” List only the single hierarchy node at which the card will reside.

Tax Exempt Field – – Choose the appropriate bureau code listed below:

<u>BUREAU</u>	<u>TAX EXEMPT STATUS CODE</u>
Office of the Secretary	119
Bureau of Land Management	109
Bureau of Indian Affairs	108
Bureau of Reclamation	110
US Geological Survey	116
National Park Service	115
US Fish and Wildlife Service	111
Office of Surface Mining	114
Bureau of Ocean Energy	112
Office of Special Trustee	117
Office of Inspector General	136

Vehicle Information Required

Vehicle Name –First Name shall always be the Bureau acronym. On the application form, separate the first and last name with an asterisk (*). The last name shall be the tag number for all DOI owned vehicles. If a card is for fire-related equipment or vehicle, include Bureau acronym followed by “F” in the first name. If card is for miscellaneous equipment, follow bureau-specific format instructions. See sample below:

Field length available: 25 characters. .

Bureau	Vehicle		Equipment	
	First Name	Last Name	First Name	Last Name
BIA	BIA BIAF	I123456 I123456	BIAEQ BIAMISC	XXXXXX XXXXXX
BLM	BLM BLMF	I123456 I123456		
BOR	BOR	I123456	BORMISC	XXXXXX
FWS	FWS FWSF	I123456 I123456	FWSMISC	XXXXXX
BOEMRE	BOEMRE	I123456	BOEMREMISC	XXXXXX
NPS	NPS NPSF	I123456 I123456	NPSMISC	XXXXXX
OS	OS	I123456	OSMISC	XXXXXX
OSM	OSM	I123456	OSM	MISCXXXXXX
OST	OST	I123456	OSTMISC	XXXXXX
USGS	USGS	I123456	USGS	MISC012345

Unique Security Identifier – This is a required field for JPMorgan Chase and cannot contain alpha characters. The first digit is 9 to indicate Fleet Card. The next two digits are the Departmental bureau Code. The Last Six Digits will be the vehicle tag number or serial number assigned to the vehicle or equipment. See below for bureau-specific information.

- Vehicles – Use the unique identifier prefix below for vehicles for each bureau followed by the I-Tag numbers only (eliminating the “I”). If the number is less than six digits, then add zeroes to the front of the number to make 6 digits.
- Equipment - Use the unique identifier prefix below for equipment for each bureau followed by the serial number or property number for piece of equipment. If the number is less than six digits, then add zeroes to the front of the number to make 6 digits.

Bureau	Unique ID Format		Vehicle			Equipment		
	Vehicle	Equip	First Name	Last Name	Unique ID	First Name	Last Name	Unique ID
BIA	945#####	955#####	BIA BIAF	I123456 I123456	945123456	BIAEQ BIAMISC	12345 001234	955012345 955001234
BLM	942#####	952#####	BLM or BLMF	I123456	942123456			
BOR	947#####	957#####	BOR	I123456	947123456	BORMISC	12345	957012345
FWS	948#####	958#####	FWS or FWSF	I123456	948123456	FWSMISC	12345	958012345
BOEMRE	944#####	954#####	MMS	I123456	944123456	BOEMREMISC	12345	954012345
NPS	941#####	951#####	NPS or NPSF	I123456 I123456	941123456 941123456	NPSMISC	12345	951012345
OS	940#####	950#####	OS	I123456	940123456	OSMISC	12345	950012345
OSM	946#####	956#####	OSM	I123456	946123456	OSM	MISC123 45	956012345
OST	949#####	959#####	OST	I123456	949123456	OSTMISC	12345	959012345
USGS	943#####	953#####	USGS	I123456	943123456	USGS	MISC001 234	953001234

Unique Passphrase (FIPS) – See bureau specific list below:

BUREAU	FIPS CODE
Office of the Secretary	1406
Bureau of Land Management	1422
Bureau of Indian Affairs	1450
Bureau of Reclamation	1425
US Geological Survey	1434
National Park Service	1443
US Fish and Wildlife Service	1448
Office of Surface Mining	1438
Bureau of Ocean Energy	1435
Office of Special Trustee	1408
Office of Inspector General	1404

Name Line 2: TAX EXEMPT ID 14001849 – Standard for most DOI accounts

Primary Mailing Address – This is the address to which the vehicle/equipment statement of account should be mailed. In general, a physical address is required on any “Code Red” or rush application.

- **Address Line 1:** Use the name or title of the Fleet Manager or vehicle/equipment custodian. When using the specific name, use the format: **CO John Doe**. Remember to update this name in PaymentNet when staff changes occur. [Field length available: 35 positions. Data Type: Alphanumeric.]
- **Address Line 2:** Indicate the street or other address information. [Field length available: 35 positions. Data Type: Alphanumeric.]
- **City:** Self-explanatory. [Field length available: 23 positions. Data Type: Alphabetic.]
- **State:** Self-explanatory. [Field length available: 2 positions. Data Type: Alphabetic.]
- **Zip Code:** Self-explanatory. [Field length available: 5 positions. Data Type: Numeric.]

Telephone Numbers (including applicable Area Codes) –

- **Work Phone:** The applicant’s commercially accessible work 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.]

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 for non-FBMS bureaus. Complete segments in accordance with bureau format below. Note: FBMS bureaus should leave this section blank.

Bureau/Accounting Entity	Format Example					
	SEG 1	SEG 2	SEG 3	SEG 4	SEG 5	SEG 6
Bureau of Indian Affairs (BIA)	Blank	2011-A00100-31010	A0001000	269F	N/A	N/A
Bureau of Land Management (BLM)	Blank	N/A	N/A	N/A	N/A	N/A
Bureau of Reclamation (BOR)	Blank	K12-12345678-1234567	1234567	#####	269F	N/A
Fish and Wildlife Service (FWS)	Blank	2011-12610000	12345	665K	269F	N/A
Bureau of Ocean Energy (BOEMRE)	Blank	N/A	N/A	N/A	N/A	N/A
Office of the Secretary	Blank	2011	6600	CBW01-#####	CZ	269F
Office of Surface Mining	Blank	N/A	N/A	N/A	N/A	N/A
National Park Service	Blank	201114920002SYA	269F	N/A	N/A	N/A
US Geological Survey	Blank	N/A	N/A	N/A	N/A	N/A
Office of the Special Trustee	Blank	2011-70000000	9999	269F	N/A	N/A

Vehicle Custodian Signature and Date – Employee's (Vehicle Custodian's) signature and the date the application form is signed.

Supervisor/Fleet Manager Approval Signature and Date – Employee's supervisor or the Fleet Manager must sign and date the setup/application form.

Fleet Controls (Section to be completed by the Agency/Organization Program Coordinator)

If Action=Divert, Diversion Account No. Complete bureau primary diversion account number.

BUREAU	LAST FOUR OF DIVERSION ACCOUNT NUMBER
Office of the Secretary	####-####-####-2799
Bureau of Land Management	####-####-####-2815
Bureau of Indian Affairs	####-####-####-2849
Bureau of Reclamation	####-####-####-2880
US Geological Survey	####-####-####-2930
National Park Service	####-####-####-2963
US Fish and Wildlife Service	####-####-####-2997
Office of Surface Mining	####-####-####-3029
Bureau of Ocean Energy	####-####-####-3045
Office of Special Trustee	####-####-####-3300
Office of Inspector General	####-####-####-3086

Approval Required – A/OPC (Section to be completed by the Agency/Organization Program Coordinator)

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 name.

Address Line 2 – If needed, continue with the street, P.O. Box or other address information.

City – Self-explanatory.

State – Self-explanatory.

Zip Code – Self-explanatory.

Phone - Self-explanatory.

Fax - Self-explanatory.

E-mail - Self-explanatory.

Once completed, A/OPC ONLY may FAX completed application form(s) to:

JPMorgan Chase at **1-888-297-0785**