

U.S. Bank Fleet Virtual Pay

Driver Instructions

Your fleet manager has authorized you to use U.S. Bank Fleet Virtual Pay. Please follow these instructions when a standard transaction using your U.S. Bank Fleet Card is not possible.

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| 1 | <p>Driver presents assigned U.S. Bank Fleet Card along with these instructions to the merchant, and requests the merchant to call U.S. Bank at 800-987-6590 for authorization and payment instructions.</p> <p><i>Note: If the purchase is eligible to be exempt from taxes, the driver must present the appropriate documentation.</i></p> |
| 2 | <p>Merchant calls U.S. Bank and provides the driver's U.S. Bank Fleet Card account number, Driver/Vehicle Identification, and the actual transaction amount (fuel/service/ repair cost).</p> <p><i>Note: For eligible tax-exempt purchases only, the merchant must ensure all applicable taxes are removed from the transaction total prior to processing.</i></p> |
| 3 | <p>U.S. Bank validates the account number, Driver/Vehicle ID and whether or not the transaction amount is within established spending limits. Upon verification, U.S. Bank provides instructions to the merchant to finalize the sale, including:</p> <ul style="list-style-type: none">• U.S. Bank Fleet Virtual Pay account number (16-digit MasterCard single-use account number)• Account expiration date• Card Validation Code (CVC) <p>U.S. Bank then sets the transaction charge limit to exactly match the total amount due. The transaction cannot exceed this amount.</p> <p><i>Note: If service/repair work is not yet complete, the merchant calls U.S. Bank with the final cost and is given instructions to finalize the sale.</i></p> |
| 4 | <p>The merchant completes the transaction using their established MasterCard point-of-sale processes.</p> |
| 5 | <p>The transaction flows through all standard fleet processing and posting steps, and is viewable in Fleet Commander® <i>Online</i> alongside all other fleet transactions.</p> |

For more information or assistance

Drivers and merchants needing more information or assistance with U.S. Bank Fleet Virtual Pay are encouraged to contact us at 800-987-6590.



usbpayment.com