

Business Credit Card: Account Setup Options

Sharing and managing business credit card accounts can get complicated. Streamline your business purchases and expense management—choose from three flexible credit card account setup options.

Single Individual Card Account

Best if: *You want one account with one or more physical cards that share a single spending limit.*

Benefit: Simplicity

- Each card user has their own physical card.
- All physical cards share the same account number.
- See all transactions on one statement.
- Make one consolidated payment.
- All cards share access to the account's total spending limit.
- Cash rewards apply to the shared account.

Consideration: Activity tracking and control

- There are no personally individualized spending limit controls.
- There is no individual expense tracking.

Multiple Individual Card Accounts

Best if: *You want to track expenses and control spending by individual.*

Benefit: Expense and reimbursement tracking

- Each card user has their own physical card.
- Each physical card has a unique account number.
- Set a unique spending limit for each card.
- View all accounts and statements in Online Banking.

Consideration: Multiple accounts, multiple payments

- Make separate payments for each card.
- Receive individual statements for each account.
- Cash rewards apply to each card individually.

Consolidated Pay Multiple Card Accounts

Best if: *You want to track expenses by individual and make one payment for all cards to one control account.*

Benefit: Tracking and single-payment ease

- Each card user has their own physical card with its own account number.
- Set a unique spending limit for each card.
- Each card is a “sub-account” under the control account.
- Payments are made to the control account, typically by one person for the whole account.
- Cash rewards apply to the control account.
- Account administrators at your company can see and share control account statements in Online Banking.
- Statements provide an overview of the control account, including all spending and payments, plus the spending activity on each card.

Consideration: Complexity

- This is the most complex setup.
- An administrator at your company will manage the control account payments and limits.