

Changes to Your Corporate and Purchasing Cards

Our commercial card provider, J.P. Morgan, is implementing a new card transaction processing system, which will help improve servicing of our program and increase card security.

What does this mean to you?

- You will receive a new J.P. Morgan Commercial Card to replace your existing card.
- The table below shows when you can expect to receive your new replacement card, if you need to activate it, and when you should begin using it based on the type of card you have and when it expires, as follows:

| As of December 27, 2016 if you had a... | You will receive a... | Start using your new card... | Does card require activation? |
|---|--|--|-------------------------------|
| Chip card | New replacement chip card between February 20 and March 3, 2017 | March 20, 2017 <i>Note: If you try to use it before this date, it will be declined.</i> | No |
| Magnetic stripe card | New replacement chip card from May through September 2017 | As soon as you receive it | Yes |
| Chip or magnetic stripe card that expires in February or March 2017 | Reissued card with updated expiration date to use until you receive your new replacement chip card any time from March 20 through September 2017 | As soon as you receive it | Yes |
| Chip card that expires in April 2017 | New replacement chip card between February 20 and March 3, 2017 | March 20, 2017 <i>Note: If you try to use it before this date, it will be declined.</i> | No |
| Magnetic stripe card that expires in April 2017 | New replacement chip card between March 20 and March 31, 2017 | As soon as you receive it | Yes |
| Magnetic stripe card that expires between May and September 2017 | New replacement chip card about one month before your current card expires | As soon as you receive it | Yes |

For new cardholders with cards issued after December 27, 2016: If you have a chip card, you will receive your new replacement card after March 20. If you have a **magnetic stripe card**, you will receive your card from May through September 2017.

What's staying the same?

- Your account number and your PIN - if you have set one.

What's changing?

- Your expiration date will be revised to expire one year later than your original expiration date.
- Your Customer Verification Value (the three-digit code on the back of the card) will be new.
- If you have your card on file with any suppliers, you need to update this information.

How long can I use my old card?

- If you receive your new replacement card **on or before March 3**, your old card will remain active for 45 days (until May 5) or until you use your new replacement card for the first time.
- If you receive your new replacement card any time **after March 3**, your old card will remain active for 45 days from the date your replacement card was mailed or until you activate your replacement card.
- *Note: You cannot use both your old card and your new replacement card simultaneously.*

What happens if my current card is lost or stolen between February 20, 2017 and March 20, 2017?

- Please contact J.P. Morgan to close your account and allow them to send a new card with an updated account number.
- You will need to destroy any cards with your old account number, which may include the replacement card you were sent for use beginning on March 20, 2017.
- You will then receive a new replacement card with your updated account number between March 20 and March 31, 2017.
- You should continue to use the card sent previously until your new replacement card arrives.
- *Note: Cardholders with lost or stolen cards may receive multiple replacement cards. Please be sure to keep your card safe and secure.*