

PROCUREMENT CARD NAME CHANGE FORM

After completing the appropriate name change paperwork with your Agency's HR, please complete this form to update your name on your PCard & US Bank Profile.

Cardholder previous Legal name:

Cardholder new Legal name:

Last 4 digits of card number:

If you have a new email address,
please enter the updated address:

Cardholder Signature

Date

****Once this form is complete, turn it into your agency procurement card coordinator****

Unless notified by your agency you may continue to use your current PCard until your new one arrives.

Remember to Active your new card once it arrives in the mail

*Agency Pcard Coordinator – Your signature below indicates that you have verified that this name change is legitimate. This includes ensuring that proper documentation has been obtained by your agency HR department to make this name change. Please submit completed form to pcardsupport@mt.gov for processing

Agency Coordinator
Signature

Date