

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.

- 1** 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.

Note: If the purchase is eligible to be exempt from taxes, the driver must present the appropriate documentation.
- 2** 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).

Note: For eligible tax-exempt purchases only, the merchant must ensure all applicable taxes are removed from the transaction total prior to processing.
- 3** 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:

 - **U.S. Bank Fleet Virtual Pay account number**
(16-digit MasterCard single-use account number)
 - Account expiration date
 - Card Validation Code (CVC)

U.S. Bank then sets the transaction charge limit to exactly match the total amount due. The transaction cannot exceed this amount.

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.
- 4** The merchant completes the transaction using their established MasterCard point-of-sale processes.
- 5** The transaction flows through all standard fleet processing and posting steps, and is viewable in Fleet Commander® *Online* alongside all other fleet transactions.

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