

CITIBANK PAYMENTS

Table of Contents

1. Payments for Individually Billed Accounts (IBA)
2. Payments for Centrally Billed Accounts (CBA)

1. Payments to Citibank for Travel Individually Billed Accounts (IBA)

Details on how to make payments is outlined below:

Make Payment by Phone	Make Payment by Mail	Make Payment Online via CitiManager
<ul style="list-style-type: none">• Please call 1-800-790-7206 to make a payment by phone. The Customer Service team is available 24 hours a day for payment assistance. A payment can be made any time during the billing cycle. You do not need to wait to receive a statement from the bank in order to make a payment.• Enter your account number and when a customer service representative answers, request to make a payment over the telephone. The representative will collect all necessary information.• Please see the HHS Charge Card Transition web page on how to verify yourself according to your card type when you contact Citi's customer service.	<ul style="list-style-type: none">• Upon receipt of your charge card statement, or at any time prior to receipt of statement, you can mail your payment to the bank to: Citibank Government Card Services PO Box 78025 Phoenix, AZ 85062-8025• *Note: if you need to make a payment overnight please use the following address: Citibank Government Card Services Attn: Payment Processing Center 78025 1820 E. Sky Harbor Circle South STE 150 Phoenix, AZ 85034	<ul style="list-style-type: none">• Payments can be made via CitiManager, Citibank's online bill payment system, 24 hours a day, seven days a week – so you can log on before your statement due date to pay the amount of the bill you are responsible for from your own checking or savings account. If you have not already self registered, you will receive CitiManager registration information via email once your first transaction with your new Citibank card has posted to your account.• If you have already received a registration email and are unable to log in, please contact your AOPC/PA to reset your registration details or password.• Alternatively, if you have already had transactions and never received a registration email please contact your AOPC/PA or Citibank at 1-800-790-7206 to verify and/or update your email address linked to your card account.

2. Citibank Vendor Set Up Information for Centrally Billed Accounts (CBAs):

Bank Identification Number (BIN) for each Business Line:

- Travel IBA : 448612
 - Travel CBA : 448627
 - Fleet : 451402
 - Purchase : 461402
 - GO!cards (Purchase) : 461402
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- **Routing & Transit (ABA/RTN):** 091409571
 - **Data Universal Numbering System (DUNs):** 054353644
 - **Taxpayer Identification Number (TIN):** 13-5266470
 - **“Pay To” Account Number:** Your commercial card billing account number, unless you are remitting payment for multiple accounts. Payments should be sent to the 16-digit Account Number that is being paid. If you are remitting payment for more than one account, you will enter the 1st 6 digits of your account numbers (called the BIN), followed by 10 zeroes. The individual account numbers will be provided in the *RMR segment of the addenda record. Please reference the **Citi Customer Payment Options** for additional guidance.

REMIT ADDRESS:

Citibank
P.O. Box 78025
Phoenix, AZ 85062-8025

Courier payments should be sent to this address:

Citibank
Attn: Payment Processing Center 78025
1820 E. Sky Harbor Circle South, Ste 150
Phoenix, AZ 85034