Payment Options Guide*

Citi® Department of Defense Travel Card Program

Online Payments

http://home.cards.citidirect.com

Posting Time frame

Typically within 48 business hours

Instructions

Be prepared to enter the following information:

- 9-digit ABA routing number
- Checking account number
- Full 16-digit Travel Card account number

Pay-by-phone**

(800) 200-7056
(757) 852-9076 (collect)

Posting Time frame

24 to 48 business hours

Instructions

Have your full 16-digit Travel Card account number ready and be prepared to provide the customer service agent with the following information:

- 9-digit ABA routing number
- Checking account number
- Check number
- Payment amount

**** We cannot accept credit card or debit card payments with this option**

Western Union/Quick Collect

Code City: Fast SD

Posting Time frame

24 to 48 business hours

Instructions

- Advise clerk you would like to make a quick collect. Western Union only accepts cash or money orders
- Have your full 16-digit Travel Card account number available

Payments via U.S. Mail

Citibank Government Card Services
P.O. Box 183173
Columbus, OH 43218-3173

Posting Time frame

7 to 10 business days

Instructions

- Enter full 16-digit Travel Card account number on the memo line of the check or money order
- Detach payment coupon from statement and include with check

Express Mail Payments (FedEx, UPS, Airborne)

Citibank Government Card Services
Payments Department
1500 Boltonfield Street
Columbus, OH 43228

Posting Time frame

24 to 48 business hours

Instructions

- Enter full 16-digit Travel Card account number on memo line of the check or money order
- Detach payment coupon from statement and include with check
- Payments must be sent to the physical street address (no P.O. Boxes)
- If sending on a Friday, mark for Saturday delivery. If not marked, carrier will deliver on the next business day

*** Please note that payments cannot be made at a Citibank branch**

Global Transaction Services
www.transactionservices.citi.com

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