

GSA SmartPay® Resources

Citibank

(888) 241-1514
www.citibank.com/cashtradetreasury/homepage/wccm/commcards/govt/index

Bank One

(202) 833-6589
onecard.bankone.com

Mellon Bank

(412) 236-6039
www.mellon.com/inst/cards/gsa/

Bank of America

(202) 624-4444
www.bankofamerica.com/government

US Bank

(202) 872-0850
Task Order Manager (800) 771-4975
www.usbank.com/impac



When you need resources, turn to
GSA SmartPay® – specifically
developed to save you time and money.

How to reach us:

For additional information, visit our website at:
www.fss.gsa.gov/services/gsa-smartpay
Or contact our customer service representative at 703-305-6658

GSA SmartPay®

Services Acquisition Center
U.S. General Services Administration
Federal Supply Service
1941 Jefferson Davis Highway (FCXM)
Arlington, VA 22202

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FEES PAID
GSA PERMIT
NO. G-30

Official Business
Penalty for Private Use \$300

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A Quick Guide to Accepting GSA SmartPay®

GSA SmartPay® is the Federal government charge card program. Federal cardholders use the program to pay for:

- Commercial goods and services
- Travel related expenses
- Fleet expenses

Five contractors provide the GSA SmartPay® cards to over 300 Federal agencies. They include: Bank of America, Bank One, Citibank, Mellon Bank and US Bank. Each contractor offers various combinations of the purchase, travel and/or fleet card services.

Why should I accept the GSA SmartPay® card(s)?

- There are more than 2.1 million Federal government employees using the GSA SmartPay® travel charge cards.
- More than 392,000 Federal government employees are using the GSA SmartPay® purchase charge cards.
- Over 590,000 Federal government employees are using the GSA SmartPay® fleet charge cards.
- No government order forms to process.
- Electronic payment is made to you within 72 hours.
- Reduced billing and collection costs.
- Preferred government payment method.
- Facilitates electronic commerce.

How do I accept the GSA SmartPay® card(s)?

GSA SmartPay® cardholders may carry the following cards: Visa, MasterCard and Voyager. Voyager cards may only be used for fleet related purchases. You can maximize your ability to capture government sales by accepting these charge cards. If you already accept these cards from the commercial sector, you have no additional work to do because the GSA SmartPay® charge cards operate just like any other corporate charge cards. If you do not currently accept these cards, contact any financial institution or one of the GSA SmartPay® contractors to establish a merchant account.

What are my costs?

None, if your company already accepts the charge cards listed above. The transaction fees you negotiated with your



bank to accept the cards from the private sector will apply to government sales as well. If you do not currently accept one or more of these cards and want to participate, the cost of acceptance is negotiated between you and your selected financial institution.

How do I identify a GSA SmartPay® charge card?

All GSA SmartPay® cards will use one of the four designs above. Additionally, all cards will display the GSA SmartPay® logo and include the phrases "United States Government" and "For Official Use Only." To download copies of the cards and logo, please visit the following website: www.fss.gsa.gov/services/gsa-smartpay (Click on the "Business Interest" link)

What if I am still unable to accept the GSA SmartPay® card(s)?

Your business may be classified under a blocked Merchant Category Code (MCC). Businesses are required to

label themselves by selecting a Merchant Category Code (MCC) that best describes the type of product or service provided. Certain MCCs are blocked by agencies to prevent fraud and misuse of the GSA SmartPay® cards. If your company is experiencing problems accepting GSA SmartPay® cards, it may be because the MCC your business is classified under is blocked by that agency. To remedy this problem, you may wish to change your MCC classification to better describe the type of product or service your company provides.

How do I learn more about the GSA SmartPay® Program?

For more information, please visit our website at www.fss.gsa.gov/services/gsa-smartpay or contact our customer service representative at 703-305-6658.

