COLORADO STMP State Travel Management Program

"First Choice for Service while Traveling on State of Colorado Business"

1001 E. 62nd Ave., Rm A-31, Denver, CO 80216 / P: 303.866.3986 / F: 303.866.5302

Visa Liability Program Company Check List

- ✓ Notify financial institution of employee termination date and request card cancelled. Notification can be done in the following ways:
  - Phone (written confirmation must be received by financial institution within 30 days)
  - Fax
  - Email
  - Web site online tool
- ✓ Company must notify the financial institution to cancel the card within 2 days of the employee termination date. The following information must be provided to the financial institution:
  - Employee name
  - Card account number
  - Employee termination date
  - Last-known home address
  - Last-known home phone number
  - Whether the card was retrieved or not
- ✓ Notify former employee within 30 days of card cancellation to discontinue use of the card, to return card immediately if not already done, and to pay outstanding balance.
- ✓ Itemized list of eligible charges.
- ✓ Billing Statements highlighting eligible charges.
- ✓ Company purchase card/ travel card agreement or company T&E / P-card policy provided to former employee if applicable.
- ✓ Completed affidavit of waiver claim form with all supporting documents (must be received by financial institution within 90 days of Notification of Termination)

This document is only a checklist; please refer to the official Visa Liability Waiver program brochure for details on what is required by Visa in filing a claim.

Lenora Kingston, C.T.E.
State Travel Manager
Lenora.kingston@state.co.us