

# 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 6575

The Lakes, NV 88901-6575

#### 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

8725 West Sahara Avenue

The Lakes, NV 89163

#### 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.transactionsservices.citi.com](http://www.transactionsservices.citi.com)

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