Business Credit Card Change Request Form

PNC

SECTION 1. Select one or more of the following (please refer to the instructions on the back of this form):

☐ Add Cardholder ☐ Add/Remove/Replace Account Administrator ☐ Change/Correct Company Name ☐ Change/Correct Tax ID

☐ Company Credit Limit Decrease ($_____ - desired credit limit)

SECTION 2. Company Information

( ) -

Company Legal Name | Tax ID Number | Company Phone Number

Company Address (No P.O. Boxes allowed) | Suite, Apt., Building, etc.

City | State | ZIP Code

$

Gross Annual Sales | Source of Sales | Full Company Credit Card Account Number

Change/Correct Company Name ☐ Yes ☐ No | If YES, reason for the change/correction:

Change/Correct Company Tax ID ☐ Yes ☐ No | If YES, reason for the change/correction:

SECTION 3. Authorized Officer Information

First Name | M.I. | Last Name

/ / | ( ) - | ( ) -

Social Security Number | Date of Birth (MM/DD/YYYY) | Home Phone Number | Alternate Phone Number

Home Address (No P.O. Boxes allowed)

City | State | ZIP Code

(Alimony, child support or separate maintenance payments need not be revealed if you do not wish to have it considered as a basis for this request)

$ | $

Monthly Income | Source of Income | Monthly Other Income | Source of Other Income

☐ Rent ☐ Own ☐ Other | Monthly Mortgage/Rental Amount: $

SECTION 4. Add Cardholder *(Limit names to 24 characters including spaces; use additional sheets if needed. Employee phone numbers will be used for security and authentication purposes. If no phone number is provided, the [authorized officer's/business's] phone number will be assigned to the card.)*

$ ( ) -

Name of Cardholder | Last 4 Digits of Social Security Number | Employee Credit Limit | Employee Phone Number

$ ( ) -

Name of Cardholder | Last 4 Digits of Social Security Number | Employee Credit Limit | Employee Phone Number

SECTION 5. Add/Remove/Replace Account Administrator

☐ Add ☐ Remove ☐ Replace

Current Account Administrator Name | New Account Administrator Name

SECTION 6. Signature - MUST BE SIGNED, NO TELEPHONE AUTHORIZATIONS

If Authorized Officer: I, the Authorized Officer, represent and warrant to PNC Bank that I am duly authorized to execute and deliver, including to electronically execute and deliver, this Business Credit Card Change Request Form and any other documents, including the Certification Regarding Beneficial Owners of Legal Entity Customers form, on behalf of the Company, and that all necessary action to authorize the execution and delivery of this form and any other required documents has been properly taken. Both the Company and I will continue to be jointly and severally liable for all transactions on the credit card account, which means that I continue to be personally liable for all amounts due on the business credit card account.

If Account Administrator: I, the Account Administrator, represent and warrant to PNC Bank that I am duly authorized to execute and deliver, including to electronically execute and deliver, this Business Credit Card Change Request Form and any other documents, as necessary, on behalf of the Company, and that all necessary action to authorize the execution of this form and any other documents has been taken.

X

Signature | Name and Title (please print) | Date

Email: Send an email to us at businesscardunderwriting@pnc.com and request a secure email message. ***Please do not send any completed forms directly to provided email address without FIRST receiving a secure email from us.*** **Or Fax: Send completed form and certification form, as applicable, to 1-888-455-4602.**

SEE REVERSE FOR INSTRUCTIONS

For Bank Use Only – From:_____ Phone number: (_____)_____

Business Credit Card Change Request Form
INSTRUCTIONS

The Business Credit Card Change Request form must be completed as provided below, signed by the Authorized Officer on the business credit card account, and emailed or faxed to PNC Bank using the information at the bottom of the form. If you would prefer to email, please first send an email to us at businesscardunderwriting@pnc.com and request that we send you a secure email message. ***Please do not send any complete forms directly to us without FIRST receiving a secure email from us.*** Any information that is incomplete or illegible may cause a delay in processing your request. Depending on the request made, you may also be required to complete, sign and submit a Certification Regarding Beneficial Owners of Legal Entity Customers form which is available in Online Banking.

Important: Do not complete this form for requests to Increase a Company Credit Limit or Close an Employee Card. The client can contact the Business Credit Card Customer Care Center at 800-474-2101.

Add Cardholder – To have a credit card issued to a Company employee, please complete the following sections:

- Section 1 – Check the Add Cardholder box.
- Section 2 – Provide the Company's legal name, tax identification number or social security number (for sole proprietors), phone number, address, and the 16 digits for the Company's credit card account.
- Section 3 – Provide the name of the Authorized Officer.
- Section 4 – Provide the name of the Company employee, last four digits of that employee's social security number, and specify the spending limit, up to the Company's maximum credit limit, for the credit card to be issued to the named employee.
- Section 6 – The Authorized Officer listed in Section 3 or the Account Administrator must sign, print name and title, and date the form.

Add, Remove or Replace Account Administrator – To add, remove or replace an Account Administrator (a Company employee who has been granted authority by the Company to manage the credit card account on behalf of the Company), please complete the following sections:

- Section 1 – Check the Add/Remove/Replace Account Administrator box.
- Section 2 – Provide the Company's legal name, tax identification number or social security number (for sole proprietors), phone number, address, and the 16 digits for the Company's credit card account.
- Section 3 – Complete this section in its entirety.
- Section 5 – Select either Add, Remove or Replace. If adding a new Account Administrator, provide the name of the current Account Administrator (if applicable) and the name of the new Account Administrator. If removing a current Account Administrator, provide the name of the current Account Administrator to be removed. If replacing the designated Account Administrator with a new Account Administrator, provide both the name of the current Account Administrator and the name of the new Account Administrator.
- Section 6 – The Authorized Officer listed in Section 3 must sign, print name and title, and date the form.

Change/Correct Company Name – To change or correct the Company's Legal Name, please complete the following sections:

- Section 1 – Check the Change/Correct Company Name box.
- Section 2 – Provide the Company's legal name, tax identification number or social security number (for sole proprietors), phone number, address, and the 16 digits for the Company's credit card account. Please also select the YES box for the Change/Request Company Name and provide the reason for the change/correction.
- Section 3 – Complete this section in its entirety.
- Section 6 – The Authorized Officer listed in Section 3 must sign, print name and title, and date the form.
- Certification Regarding Beneficial Owners of Legal Entity Customers form – Complete, sign, and return along with the Business Credit Card Change Request form.
- Also provide any supporting documents to reflect why the Company's legal name on the credit card account needs to be changed or corrected.

Change/Correct Tax ID – To change or correct the Company's Tax ID, please complete the following sections:

- Section 1 – Check the Change/Correct Company Tax ID box.
- Section 2 – Provide the Company's legal name, tax identification number or social security number (for sole proprietors), phone number, address, and the 16 digits for the Company's credit card account. Please also select the YES box for the Change/Request Company Tax ID and provide the reason for the change/correction.
- Section 3 – Complete this section in its entirety.
- Section 6 – The Authorized Officer listed in Section 3 must sign, print name and title, and date the form.
- Also provide a copy of the SS-4 which reflects the changed/corrected Company tax identification number.

Company Credit Limit Decrease – To request a decrease to the Company's credit limit for the credit card account, please complete the following sections:

- Section 1 - Check the Company Credit Limit Decrease box and insert the requested limit desired.
- Section 2 - Provide the Company's legal name, tax identification number or social security number (for sole proprietors), phone number, address, and the 16 digits for the Company's credit card account.
- Section 3 – Complete this section in its entirety.
- Section 6 - The Authorized Officer listed in Section 3 must sign, print name and title, and date the form.

NOTE: To request a decrease to the spending limit for an employee's card, do not use this form. Please contact Customer Care at 800-474-2101.

PRIVACY NOTICE TO CALIFORNIA RESIDENTS

Last Updated: January 1, 2026

Changes to Our California Privacy Notice
PNC will update this notice in response to changing legal, technology, or business developments. We will post the most up-to-date notice on pnc.com/privacy. You can see when the notice was last updated by checking the "last updated" date displayed at the top. For questions, please contact PNC as noted below.

The California Consumer Privacy Act (CCPA) and the regulations promulgated thereto, each as amended, including pursuant to the California Privacy Rights Act of 2020 (CPRA) requires us to notify California residents (unless an exemption applies) of the categories of personal information we collect about them, with reference to the categories set forth under the CCPA, and the purposes for which we will use such categories of personal information, and whether we "sell" or "share" personal information.

Categories of Personal Information Collected: The relevant categories of personal information PNC may collect about California residents includes:

- **Identifiers:** such as real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol (IP) address, email address, account name, Social Security Number, driver's license number, passport number, or other similar identifiers.
- **Customer records:** such as paper and electronic customer records containing personal information, such as name, signature, Social Security Number, physical characteristics or description, etc.
- **Protected classifications under California or federal law:** such as age, race, color, ancestry, national origin, citizenship or immigration status, religion or creed, marital status, sex (including gender identity or expression, sexual orientation), medical condition, veteran or military status, physical or mental disability, etc.
- **Commercial information:** such as records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.
- **Biometric information:** such as genetic, biological characteristics, etc. such as, fingerprints.
- **Internet or other electronic network activity information:** such as browsing history, search history, website interaction, etc.
- **Geolocation data:** such as precise physical location or movements within 1850 feet.
- **Sensory data:** such as audio, electronic, visual, thermal, olfactory, or similar information.
- **Employment information:** such as current or past job history or performance evaluations.
- **Education Information:** Information, such as education history for job applicants or student loans.
- **Profiles or inferences:** such as profiles reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.
- **Sensitive Personal Information:** Personal information that reveals a consumer's social security, driver's license, state identification card, or passport number; account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account; precise geolocation; racial or ethnic origin, religious or philosophical beliefs, or union membership; contents of a consumer's mail, email, and text messages unless the business is the intended recipient of the communication; neural data; or genetic data.

Purposes of Collection, Use, and Disclosure: We may collect, use, and disclose the above categories of personal information as follows:

- To provide the services for which the information was provided, including to maintain and administer any accounts you open with us and to process transactions and payments.
- For authentication, identity verification, and fraud prevention and detection.
- To process and respond to or address your questions and investigate and resolve any issues.
- To personalize your experience using our websites and services.
- To communicate with you, including transactional and account-related information as well as news, updates, and marketing communications.
- To improve and develop products and services and for other research and analytics purposes.
- To respond to authorized regulatory, compliance, and legal process.
- To evaluate or conduct a merger or to sell or transfer some or all of PNC's assets.
- To protect and defend our rights and interests and those of third parties, including in defense of litigation and other claims against us.

"Sale" or "Share" of Personal Information. The CCPA also requires that we disclose how we 'sell' and 'share' personal information. Under the CCPA, a 'sale' is defined broadly to include disclosing or making available personal information to a third-party in exchange for monetary compensation or other benefits or value, and 'share' broadly includes disclosing or making available personal information to a third-party for purposes of cross-context behavioral advertising.

PNC does not "sell" personal information. We may "share" personal information with advertising networks, third-party ad companies, data analytics providers or social networks, in order to improve and evaluate our marketing and advertising campaigns and better reach customers and prospective customers with more relevant ads and content.

California residents may submit a request to opt out of the sharing of information by clicking this link "Do Not Sell or Share my Personal Information" or by visiting pnc.com/privacy.

"Sale" or "Share" of Sensitive Personal Information. PNC does not "sell" or "share" sensitive personal information. We only use and disclose sensitive personal information as reasonably necessary (i) to perform our services requested by you, (ii) to help ensure security and integrity, including to prevent, detect, and investigate security incidents, (iii) to detect, prevent and respond to malicious, fraudulent, deceptive, or illegal conduct, (iv) to verify or maintain the quality and safety of our services, (v) for compliance with our legal obligations, (vi) to our service providers who perform services on our behalf, and (vii) for purposes other than inferring characteristics about you. We do not use or disclose your sensitive personal information other than as authorized pursuant to section 7027 of the CCPA regulations (Cal. Code. Regs., tit. 11, § 7027 (2022)).

Retention of Personal Information. We retain the personal information we collect only as reasonably necessary for the purposes described in this notice or otherwise disclosed to you at the time of collection. The length of time varies depending upon the circumstances, including the type of information, purposes of collection, and applicable compliance, risk management and legal obligations. (For example, we will retain your transactional data for as long as necessary to comply with our tax, accounting, compliance, risk management and recordkeeping obligations, as well as an additional period of time as necessary to protect, defend or establish our rights, defend against potential claims, and comply with legal obligations.)

Not covered by this Notice: This Notice does not address or apply to any of the nonpublic information we collect about consumers, pursuant to the Gramm-Leach-Bliley Act (GLBA) or otherwise subject to an exemption under CPRA Section 1798.145.

For more details and information about the personal information we collect and how we collect, use and disclose such personal information (as defined by the CPRA) and your rights regarding such personal information, please call 1-888-PNC-BANK (1-888-762-2265) or visit us at pnc.com/privacy.

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