

Their Reward. Their Choice. Your Convenience.

Thank you for choosing Comerica to fulfill your award and recognition needs.

Please Follow These Steps to Begin the Order Process:

If completing this form electronically, please open in Adobe® Acrobat® or Adobe® Reader.®

1. Each card can be issued for any value between \$25 and \$1,500.
 - Provide a company contact name, phone number and tax identification number (TIN). Orders cannot be processed without a TIN.
 - List the number of Rewards Cards you would like and the denomination for each. Minimum order of 10 cards per order required.
 - Add the purchase fee for each card purchased.
 - Your cards will come embossed with Rewards Card. You can add your company name or a special message embossed on the line beneath Rewards Card. Choose a message up to 21 characters in length.
 - Orders are shipped via overnight mail for tracking and security purposes.
 - Using the column at the right, add the dollar values of your card order.
2. You can easily pay for your order by using your Checking Account. Orders are submitted once payment is processed.
3. Specify the person or department to receive the shipment and their mailing information. NOTE: the shipping address must match the address(es) associated with your Tax ID. We do not mail to P.O. boxes.
4. If purchaser's address is different from the shipping address, please provide this information.
5. Provide your signature and today's date.

Helpful Tips for Completing Your Order:

- **FROM THE TIME PAYMENT IS PROCESSED, ALLOW 7-10 BUSINESS DAYS FOR ARRIVAL OF CARDS. PLEASE ALLOW EXTRA TIME DURING THE NOVEMBER/DECEMBER PEAK HOLIDAY SEASON.**
- Enter all information carefully. Incomplete or inaccurate information could delay or even prevent completion of your order.
- ALL SALES ARE FINAL. ONCE CARDS ARE ISSUED AND DISTRIBUTED TO YOU, THEY CANNOT BE RETURNED FOR CREDIT.
- Your Rewards Card purchase will come packaged in a #10 envelope, affixed to a card carrier with the cardholder agreement and helpful usage tips included inside the package. Be sure to provide these documents to the Rewards Card recipient. Cards will be sorted by denomination and ready to distribute when you receive them.
- Recipients must activate their Rewards Cards by calling 855.274.9934. Place your order shortly before you plan to distribute the card(s). This will give the Rewards Card recipient(s) more time to use the card before they are charged a monthly fee*.
- Please retain the packing slip that is sent with your Rewards Card order for recordkeeping purposes.

Helpful tips for using the Rewards Card

- **Know Your Balance:** The Rewards Card transaction will be declined if you attempt to make a purchase in excess of your card balance. If your Rewards Card value is not enough to cover the full amount of your purchase, ask the cashier to split the transaction between the remaining card balance and another form of payment. Tell the cashier how much is on your Rewards Card since many merchants cannot tell what the balance is. Visit www.elanrewards.com for balance information.
- Rewards Card is not redeemable for cash.
- Most restaurants, salons and other services where you typically tip may temporarily add approximately 20% to your bill to cover the tip. Make sure your balance can cover the 20% or your transaction will be declined.
- Pay inside for gas purchases. Do not pay at the pump.
- Go to www.elanrewards.com to register your card with your name and address before you make any purchases over the web, phone or through the mail. Many merchants do an address match to make sure that the card belongs to the person making the purchase.
- Visit www.elanrewards.com for additional helpful tips on how to use your Rewards Card.

*Rewards Card Fees & Information

Effective 7/01/15 (Keep this page for your records.)

There are no fees when using the Card to purchase goods and services domestically. However, the following fees apply and will be deducted from the balance available on the Card, as applicable, except where prohibited or modified by applicable law.

Administrative Fee: After the first twelve calendar months following the issue date of your Card, a **\$3.00** fee will be charged to your Card each month until it expires. This fee will not be charged once the balance on the Card reaches \$0.00. In some states this fee may not be charged until after a stated number of months of non-use.

Card Replacement Fee: A **\$15.00** fee will be charged to your Card any time it is replaced and for any reason.

Escheatment Fee: A **\$15.00** fee will be charged to your Card if it is escheated according to applicable law.

Foreign Transaction Fee: Transactions made in a foreign currency will be converted into U.S. dollars under the applicable rules of Visa USA or MasterCard, as applicable. Visa® or MasterCard® rules, as applicable, provide that the amount of your transaction in dollars will be the amount of the foreign currency times: (a) a rate selected by Visa or MasterCard, as applicable, from the range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Visa or MasterCard, as applicable, itself receives; or (b) the government-mandated rate in effect for the applicable central processing date. We will charge a fee of **3%** of the transaction amount for transactions with merchants located outside of the U.S., even if currency is not converted. Some transactions, even if you and/or the merchant are located in the U.S., are considered foreign transactions under the applicable Visa or MasterCard rules, as applicable, in which case we will charge the foreign fee described above to those transactions. We do not control how these merchants and transactions are classified for this purpose.

Sale Prohibited

Sale of Cards is strictly prohibited.

Expiration, Revocation

The Card is valid through the expiration date shown on the front of the Card or until the value on the Card reaches zero, except where prohibited or modified by applicable law. The Card is no longer usable after the last day of the month of the "valid thru" date shown on the front of the Card unless you obtain a replacement Card. When the Card expires it will be closed and any unused balance will be handled according to escheat law. Elan Financial Services may revoke the Card at any time without cause or notice. You must surrender a revoked Card and may not use it to make purchases. You may not sell your Card and Elan Financial Services is not liable for the revocation of funds on Cards that have been sold or transferred by you.

IMPORTANT NOTE: Please remember the tax withholding requirements associated with your Rewards Card(s) when used for employee awards.

REWARDS CARD CORPORATE ORDER FORM



Contact name: _____ Phone: _____

2. Payment Options

Incomplete or inaccurate information could delay or even prevent completion of your order.

Please debit my Comerica Checking Account. Checking Account # _____

ABA/Routing Number: _____ Account Name: _____

3. Shipping Address

Specify the person or department that should receive this shipment.

Company Name: _____ Attn: _____

Phone: _____ Email Address: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

4. Purchaser Address

Check here if same as above. Otherwise, complete address below.

Company Name: _____ Attn: _____

Phone: _____ Email Address: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____

5. Signature

I certify that I am authorized by the company named above to order cards and to use the payment source listed above.

Print: _____ Sign: _____ Date: _____
(please print and sign this form)

IMPORTANT INFORMATION: Recipients must activate their Rewards Cards by calling 855.274.9934. Only order the cards you need. Cards cannot be returned for credit. Allow 7-10 BUSINESS DAYS for receipt of cards once payment has been processed. Before using their Rewards Card, cardholders are encouraged to visit www.elanrewards.com to check their balance and review helpful card usage tips.

When completed, please email a scan of the order to StoredValueCard@comerica.com.

Keep a copy for your records.

Questions on order status?

Please email all questions to StoredValueCard@comerica.com or call 734.632.5564 / 734.632.5134

Member FDIC. Equal Opportunity Lender.

The Rewards Card is issued in the form of a Visa prepaid card. The Rewards Card is issued by Elan Financial Services pursuant to a license from Visa U.S.A Inc. The Rewards Card cannot be reloaded with additional funds nor can it be used at an ATM. No cash access. Terms and conditions and fees apply. For complete terms and conditions, see the "Elan Financial Services Rewards Card Cardholder Agreement" available inside the card package or at www.elanrewards.com.

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