University Credit Cards - Quick Reference

Billing Address
Your University credit card’s billing address is:

FINANCIAL SERVICE CENTER
7 NEW SOUTH
PRINCETON, New Jersey 08544

Chip and PIN Technology
International Travel
Every University credit card is fitted with a computer chip and assigned a PIN (Personal Identification Number). Many countries utilize Chip and PIN technology in place of the magnetic strip you are accustomed to using in the US.

Cash Withdrawal
If your card has been enabled for cash withdrawal, you will also use this PIN to obtain cash at ATMs.
**Note:** ATM functionality is only available on Travel and Expense Cards. This must be specifically requested by your department head and supported by a valid business purpose. Contact the Financial Service Center for more information.

Retrieving Your PIN
You cannot change or customize the PIN assigned to your card.

- Visit [www.baml.com/PINCheck](http://www.baml.com/PINCheck) and click "Register New User".
- You will be prompted to enter your **Account Number**. This is your **16-digit card number**
- Your **Zip Code** is **08544**
- Your **Verification ID** (also known as Activation ID) is your **PUID number** (9 digits)
- Select your own **User ID**, **Password**, and security questions. You will need this information to access your PIN in the future.

Questions? Contact the Financial Service Center by phone (609) 258-3080, or email [finance@princeton.edu](mailto:finance@princeton.edu).
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International Travel
Before traveling internationally, contact the Financial Service Center with your dates of travel and the countries where the card will be used. Call (609) 258-3080 or email your international travel plans to finance@princeton.edu. Financial Service Center staff will alert Bank of America’s fraud department to ensure that card use is not interrupted.

Sales Tax Exemption
Princeton University is exempt from sales tax in 27 states. Your University credit card is printed with our tax exempt number. Provide this number and, if requested, a sales tax exemption certificate to the merchant at the time of your purchase. Note: hotel/motel occupancy tax is different from sales tax and is a permissible charge.

Transaction Fees
Bank of America may assess low-dollar fees for certain types of credit card activity, including international transactions and ATM withdrawals. These fees may appear in Concur as separate transactions, or added on to your total purchase (ex: withdrawing $200 from a Bank of America ATM may appear in Concur as a $202.50 transaction). Using a non-Bank of America ATM may incur additional fees. Fees must be accounted for and substantiated in Concur along with all other University credit card activity.

Rebates
Rebates are earned on University credit card activity and are allocated annually your department. These rebates are proportionate to the activity performed on the card and can offset transaction fees.

Contact Information
For assistance with your University credit card during University business hours, contact the Financial Service Center at (609) 258-3080 or email finance@princeton.edu.
If you require assistance with your University credit card outside of business hours, contact Bank of America directly:

Within the US: 888-449-2273
Outside the US (toll-free): 509-353-6656