



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

Western Union/Quick Collect

Code City: Roman 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

P.O. Box 70229

Philadelphia, PA 19176-0229

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, N.A.

Attn: Payment Processing Center

400 White Clay Center Drive

Newark, DE 19711

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.

**We cannot accept credit card or debit card payments with this option.