



# Corporate Card Statement of Account

**Sign-up For Online  
Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
TRACI ROSS  
WASHINGTON COUNTY EC

Account Number  
XXXX-XXXXX5-81000

Closing Date  
12/28/22

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**Balance Please Pay By  
Due \$ 01/12/23**

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$
559.27	89.94	0.00	559.27	0.00

**89.94** For important information  
regarding your account  
refer to page 2.

**Payment is due in full.** Please pay by 01/12/23 to allow time for your payment to be received by us and credited to your account.

To manage your Account online or to pay your bill, please visit us at [corp.americanexpress.com](http://corp.americanexpress.com). For additional contact information, please see the reverse side of this page.

## Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX5-81000	TRACI ROSS	0.00	-559.27
XXXX-XXXXX5-81034	MARY B CARO	14.99	0.00
XXXX-XXXXX5-82065	EMILY LANDRY	14.99	0.00
XXXX-XXXXX5-82081	PATRICIA SALVAREZZA	59.96	0.00
	<b>Total</b>	<b>89.94</b>	<b>-559.27</b>

## Activity

Date reflects either transaction or posting date

### Card Number XXXX-XXXXX5-81000

Reference Code

Amount \$

12/13/22 CORP ONLINE PAYMENT REC'D THANK YO12/13

-559.27

### Total for TRACI ROSS

New Charges/Other Debits  
Payments/Other Credits

0.00  
-559.27

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

## Payment Coupon

Account Number  
3787-507715-81000

Payable upon receipt in  
U.S. Dollars.

**Please Pay By  
01/12/23**

Enter 15 digit account  
number on all payments.

**Amount Due  
\$89.94**

Checks or drafts must be  
drawn against banks  
located in the U.S.

See reverse side for  
instructions on how to  
update your address,  
phone number, or email.

TRACI ROSS  
WASHINGTON COUNTY EC  
383 BROADWAY  
FORT EDWARD NY 12828

Mail Payment to:

AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750771581000 000008994000008994 28H4

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any representations, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

**In Case of Errors or Questions About Electronic Transfers:** Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



**For all further inquiries or to pay by phone,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-528-2122.

**International Collect:**  
1-336-393-1111.

**Hearing Impaired Services:**  
Dial Relay 711 and 1-800-528-2122.

**Large Print and Braille Statements:**  
1-800-528-2122.



**Customer Service**  
P.O. Box 981531  
El Paso, TX  
79998-1531

**Payments**  
P.O. BOX 1270  
NEWARK NJ  
07101-1270

### **Change of Address, phone number, email**

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
TRACI ROSS  
WASHINGTON COUNTY EC

Account Number  
XXXX-XXXXX5-81000

Closing Date  
12/28/22

Activity Continued

Card Number XXXX-XXXXX5-81034				Reference Code	Amount \$
12/09/22	ADOBE ACROPRO SUBS A SAN JOSE	CA		31488374600	14.99
	REF# 314883746	ADOBE.LY/ENUS	12/08/22		
	0				
	ROC NUMBER 314883746				
Total for MARY B CARO				New Charges/Other Debits	14.99
				Payments/Other Credits	0.00





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**Activity Continued**

Card Number XXXX-XXXXX5-82065				Reference Code	Amount \$
12/11/22	ADOBE ACROPRO SUBS A SAN JOSE	CA		31520824700	14.99
	REF# 315208247	ADOBE.LY/ENUS	12/10/22		
	0				
	ROC NUMBER 315208247				
<b>Total for EMILY LANDRY</b>				New Charges/Other Debits	14.99
				Payments/Other Credits	0.00

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**Activity Continued**

Card Number XXXX-XXXXX5-82081				Reference Code	Amount \$
12/26/22	ADOBE ACROPRO SUBS A SAN JOSE REF# 317317068 ADOBE.LY/ENUS 0 ROC NUMBER 317317068	CA 12/25/22		31731706800	14.99
12/26/22	ADOBE ACROPRO SUBS A SAN JOSE REF# 317357167 ADOBE.LY/ENUS 0 ROC NUMBER 317357167	CA 12/25/22		31735716700	14.99
12/26/22	ADOBE ACROPRO SUBS A SAN JOSE REF# 317358267 ADOBE.LY/ENUS 0 ROC NUMBER 317358267	CA 12/25/22		31735826700	14.99
12/28/22	ADOBE ACROPRO SUBS A SAN JOSE REF# 317563872 ADOBE.LY/ENUS 0 ROC NUMBER 317563872	CA 12/27/22		31756387200	14.99
<b>Total for PATRICIA SALVAREZZA</b>				New Charges/Other Debits Payments/Other Credits	59.96 0.00