

## Traveling Form

**\*\*\* ALL AREAS IN BOLD MUST BE FILLED OUT \*\*\***

If you are planning to travel out of the state or country and you want to use your CapEd Debit or Credit Card, please complete this form.

I, \_\_\_\_\_ will be traveling in \_\_\_\_\_

Leaving Date \_\_\_\_\_ Returning Date: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Account #: \_\_\_\_\_ Check one:  Debit or  Credit Card #1: \_\_\_\_\_

Primary's Birth Date: \_\_\_\_\_ Card #2: \_\_\_\_\_

### Members

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please fill out one form per member number**

Mail to: P.O. Box 570 Meridian, ID 83680-0570 or fax to 208-855-4727  
or you can drop off your form at any of our seven locations.

Tellers please return this form to the Card Coordinators' Office in Meridian.

Branch: \_\_\_\_\_ Teller: \_\_\_\_\_ Detach the bottom portion and give to member.

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### Tips When Using Debit/Credit Cards While Traveling

- Store a copy of the front and back for your card in a secure location in case your card is lost or stolen. Call right away to report your card lost or stolen: Debit - 1-800-554-8969 and Credit - 1-800-991-4964.
- It is wise to carry more than one form of payment for emergencies.  
Suggestion: Travel money Cards or other Credit Cards.
- Some international ATMs may only read the balance in your checking. If you know you will need money from savings we recommend you transfer from savings to checking before you leave. If the ATM has the option to withdraw from savings or checking, funds can be withdrawn from the account you choose.
- CapEd has an ATM withdrawal limit of \$1,000.00 per 24hr period. Please be aware non-CapEd ATMs may not allow the full withdrawal limit be withdrawn in one transaction.
- Your card may not be accepted at international ATMs that have been converted for the use of "Chip" cards.
- When you use your debit card at a merchant the purchase will be deducted from your checking account. For more security purposes, we recommend you run your transaction as credit- based and sign for the purchase.
- Keep your receipts from all transactions to verify they have posted for the correct amount.
- After you come back from your trip, keep an eye on your account for up to six months to monitor any unauthorized transactions.

