

## Conditions for holding an IPSA payment card

The conditions of entitlement to a payment card are:

- The card **must only be used to pay for costs which are allowed** under the Scheme.
- The card **must not be used for personal expenditure** or for costs which are not allowed under the Scheme.
- Expenditure **must be fully accounted-for promptly**, by submitting evidence and making any repayments to IPSA by the deadline (the eighth of the month after the transactions are uploaded for reconciliation).
- The cardholder **must not owe IPSA any money** for payment card spending. If an MP's office has payment card debt owed to IPSA (relating to the MP or proxy's card) access to both payment cards may be suspended until the debt has been fully recovered or until a repayment plan via salary deductions has been agreed with the MP.
- The card **must be kept safe and secure**, and any potential fraud reported to Barclaycard immediately on 0800 008 008.
- An expenses proxy (A or B) must be registered with IPSA, be fully employed by the MP and on the payroll, and the MP must authorise the proxy's application for a payment card.
- The cardholder **must sign an indemnity form** agreeing to the conditions of use.
- An expenses proxy (A or B) must be registered with IPSA, have a contract of employment with the MP and paid via the IPSA payroll and the MP must authorise the proxy's application for a payment card by signing the indemnity form.
- If the cardholder is a proxy, they must attend the Payment Card Policy webinar prior to applying for a payment card.

It is the MP's responsibility that cardholders in their office meet these conditions. The MP will be liable for any money owed to IPSA originating from payment card use by cardholders in their office.

If you agree, please sign in ink below, and fill out the [Cardholder details](#).

<b>I/we have read the IPSA Payment Card policy and I/we agree to comply with the conditions of holding an IPSA payment card.</b>	
<b>IPSA Resource ID:</b>	
<b>Cardholder name:</b>	
<b>Cardholder signature:</b>	
<b>Date:</b>	
<b>MP name (where cardholder is the proxy):</b>	
<b>MP signature (where cardholder is the proxy):</b>	
<b>Date:</b>	

## Cardholder Details

To complete your request, we will need you to confirm the following details required by the supplier.  
Please type your details in the fields below:

<b>Title:</b>	
<b>Full name (including any middle names):</b>	
<b>Date of birth:</b>	
<b>Home address:</b> this is the address that the payment card and bank statements will be sent	
<b>Nationality:</b>	
<b>Gender:</b>	
<b>Preferred contact email address:</b>	
<b>Mobile number:</b>	