



Managing Your HCC Billing Account

- Complete:** When ordering a new HCC, mail the below information on letterhead. When cancelling billing for an employee who has left, or a lost/stolen card, email the information below to hertzchargecardchanges@hertz.com
- New HCC:** Provide your **HCC Billing Account Number, Your Dept/Agency Name, Mailing Address and Name/Address to mail the Gold Card to. Also provide the Traveler's name to be added along with a completed Gold application for a new card.** Send all to:
- Hertz Rent A Car
Charge Card Department
PO Box 25991
Oklahoma City, OK 73125-0991
- New HCC Has Gold:** Email hertzchargecardchanges@hertz.com Include the individual's existing Gold membership number and your Dept/Agency's Account Number in the email and that you would like to **Add Billing**. Do not have them complete a new application. Hertz will edit their existing Gold profile to reflect your company's information.
- Deleting:** Email hertzchargecardchanges@hertz.com Include the individual's existing Gold membership number and your Dept/Agency's Account Number in the email and that you would like to **Delete Billing**.
- Lost/Stolen:** Email hertzchargecardchanges@hertz.com Include the individual's existing Gold membership number and your Dept/Agency's Account Number in the email and that their card was **Lost/Stolen**.
- Questions:** Hertz Data and Financial Center can be reached at 405-280-6440 or contact your Hertz Account Rep, Pat Hawn, at 314-264-7375 or phawn@hertz.com
- Remember:** This is a direct billing account and it should be managed accordingly. If someone leaves your company and you do not alert Hertz to delete their credit status, you may find yourself liable for rental charges not associated with your company.