



Hertz

On Your Letterhead

For Adding travelers to your HCC Billing Account include the following information as a cover page, along with the travelers' completed Gold Paper Form attached:

HCC Billing Account Number

Department/Agency

Mailing Address

Mail Gold Card to Name and Address

Traveler Name(s) to be added (their paper Gold Forms must be attached)

Mail to:

Hertz Rent A Car

HCC Department

PO Box 25991

Oklahoma City, OK 73125-0991