

**American Express Travel Related Services Company, Inc., MSA 5-09-99-01 (American Express only)**

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In order to accept the American Express card the agency must complete a separate contract subscription with settlement made directly to the state or local government agency by American Express. Each of the Visa/MasterCard processors listed on this website provides authorization, capture, and routing for American Express Cards.

**Contact and send Amex Subscription Agreements (STD 213) to:**

**Amex Contract Administrator**

Melissa Schmitt  
Senior Manager  
American Express Services  
2913 El Camino Real, #238  
Tustin, CA 92782  
Email: [melissa.k.schmitt@aexp.com](mailto:melissa.k.schmitt@aexp.com)  
Phone & Fax: (800) 896-7731

**For the American Express signature block on the STD 213 use:**

**Contract Authorized Signer:**

Marty Shugarts  
Vice President  
B2B/Government  
200 Vesey Street  
New York, NY 10285

**AMEX MSA: 5-09-99-01**

**Contract**

- [STD. 213](#)
- [Exhibit A](#) -Scope of Services
- [Exhibit B](#) -Budget Detail and Budget Provisions
- **Exhibit C**
  - [CCC 307 Terms and Conditions](#)
  - [GTC 307 Terms and Conditions](#)
- [Exhibit D](#) -Special Terms and Conditions
- [Exhibit E](#) -Fees and Costs
- [Exhibit F](#) -Agreement For American Express Card Acceptance

**Associated Contract Documents**

- [Amex Std 204 -Payee Data Record](#) - Signed
- [Amex Darfur Certification](#)
- [Amex Secretary of State Cert](#) as of 6-12-09

If you have any difficulty reading or downloading these documents, please call Mary Anne DeKoning at 916/375-4635. We will gladly mail you a hard copy within 2 weeks.