

## State of Indiana Procurement & Travel Card Program

### Payment Process and Suspension Criteria

#### I. Credit Card Payment Application :

When JPMorgan Chase (JPMC) receives a payment for a central bill, JPMorgan Chase applies the payment to the oldest outstanding balance on the account.

*Example: January's statement has an unpaid balance of \$500. February's bill arrives with an amount due of \$200. If payment is made in the amount of \$200, JPMC will apply the \$200 payment toward the outstanding balance of \$500, leaving \$300 "past due." The account may be subject to suspension if the account remains delinquent past 61 days. Therefore, it is extremely vital that the accounts are current with payments so the APA's can proactively track due dates and suspension dates.*

#### II. Payment Terms & Delinquency:

Participating Users (State Agency or Entity) of the State of Indiana (SOI) Credit Card Program are contractually required to pay JPMorgan Chase central bill's 35 days in arrears from the statement closing date. Each User is agreeing to these payment terms when participating in the Program. Failure to make timely payments is a violation of program rules and procedures.

JPMorgan Chase has the right to suspend all accounts connected to a central bill that is 61 days past due. Payment is required to reactivate all cards.

If timely payment is not received, the chart (right) illustrates when accounts are considered past due, suspended, revoked, or charged off (for definitions, see right, top chart). Note: Dates only apply if accounts are already current.

61-90 DPD	Standard card suspended - payment must be made in order to re-activate accounts
121-150 DPD	Card Revoked - the account is closed due to non-payment. It can be reopened once paid in full at the request of the PA, as long as it is paid in full prior to charge-off
151-180 DPD	Pre-charge-off - the last chance before the account cannot be reopened.
181-210 DPD	Charge-off - 181 days past due; An account that is charged off cannot be reopened. A charge-off is the declaration by the bank that a debt is unlikely to be collected; the debt is written off by the bank & account permanently closed.
DPD = Days past due	

Cycle Date	Statement Date	Due Date	31 - 60 DPD	61-90 DPD	121-150 DPD	151-180 DPD	181-210 DPD
15	5/15/2017	6/19/2017	7/17/2017	8/15/2017	10/16/2017	11/15/2017	12/29/2017
15	6/15/2017	7/20/2017	8/15/2017	9/15/2017	11/15/2017	12/15/2017	1/31/2018
15	7/17/2017	8/21/2017	9/15/2017	10/16/2017	12/15/2017	1/15/2018	2/28/2018
15	8/15/2017	9/19/2017	10/16/2017	11/15/2017	1/15/2018	2/15/2018	3/30/2018

#### III. Indiana Department of Administration (IDOA) Delinquency Monitoring:

IDOA may run a delinquency report after the close of each JPMC cycle and may document any accounts that will be 61 days past due at the start of the next billing cycle. Agency Program Administrator's (APA's) may be notified by IDOA of the past due amount; APA's will need to provide an immediate account update and assure the delinquent portion is paid prior to the next cycle date to avoid suspension. Despite IDOA monitoring, sole responsibility to ensure timely payment to JPMorgan Chase belongs to each Participating User.