

American Express @ Work® Global Apply for Card (GAFC) Application Tips for Global Dollar Card (GDC)



This guide provides Global Dollar Card (GDC) - American Express® Card Applicants instructions for completing the name and address sections of the GDC Corporate Card application and outlines the acceptable documents required to verify proof of address. For more information, please review the general considerations for completing and submitting Card applications [here](#).

Please note: This guide applies to both PDF GDC Corporate Card physical application forms and online applications through the @Work Global Apply for Card experience and is for illustrative purposes only. **PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY.**

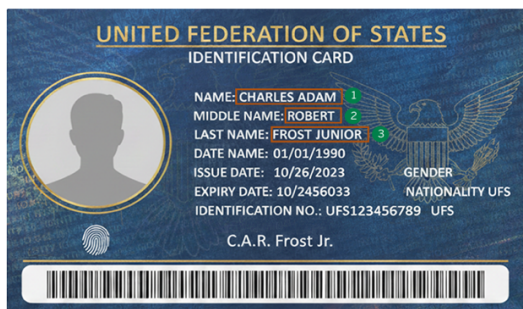
FILLING OUT YOUR NAME:

When writing FIRST and MIDDLE NAMES, follow the EXACT format in the ID being provided.

- If your ID mentions “GIVEN NAMES”, “FIRST NAME” or “NAMES”, include all such names in the FIRST NAME field of the application.
- If your ID mentions “MIDDLE NAME”, include all such names in the MIDDLE NAME field of the application.
- If your ID does **not** mention “MIDDLE NAME”, do not include any middle name(s) in the MIDDLE NAME field of the application.
- If your ID mentions “LAST NAME” or “SURNAME”, include all such names in the LAST NAME field of the application.
- If any of your FIRST, MIDDLE or LAST NAME exceeds the space provided on the application for that field, include as much of the name(s) as fits in the space provided.
- If any of your FIRST, MIDDLE, or LAST NAME does not fit in the space provided on the application, do not abbreviate or omit any portion of your name in an attempt to make it fit in the space provided; instead you should include the name(s) exactly as it appears on your ID until all spaces for that field have been used, and exclude any portion of your name that does not fit in the field provided.

***Keep in Mind:** Enter each name exactly as it appears on your ID. Do not abbreviate. If it doesn't fully fit, include as much of the name as possible.

Example of a Full Legal Name (with a middle name):



First Name(s)
Enter ALL your first name(s). DO NOT abbreviate.

Middle Name
Enter your middle name(s). DO NOT abbreviate.

Last Name(s)
Enter ALL of your last names. DO NOT abbreviate.

Example of a Full Legal Name (middle name combined with first name):



First Name(s)
Enter ALL your first name(s). DO NOT abbreviate.

Middle Name
Enter your middle name(s). DO NOT abbreviate.

Last Name(s)
Enter ALL of your last names. DO NOT abbreviate.

ID examples above for illustrative purposes only

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PROVIDING YOUR ADDRESS:

Before initiating the Card application process, please ensure that the country on your application matches the country for which your company has a GDC Program. Please reach out to your Program Administrator if you have any questions.

- You must provide your current residential address in its complete form.
- City/Town, State/Province, and **Postal Code** will be mandatory if these exist in your country of residence.
- **The residential addresses provided must match the residential address in the verification documentation which you should have readily available for submission if it is requested by American Express.**
- The residential address cannot be a P.O. Box.
- The residential address cannot be the same as the company address.

***Keep in Mind:** Enter your address exactly as it appears on your supporting documents. Do not abbreviate. If it doesn't fully fit, include as much of the address as possible.

Example of a United States Address:

Address Line 1

Enter current residential address. DO NOT abbreviate. (40 characters)

441 West Live Oak Drive

Address Line 2

Enter current residential address. DO NOT abbreviate. (40 characters)

Complex #2, Apartment 5D

City*

Oakdale

State*

California

Postal Code*

16890

Country*

United States

***Required only if these fields exist in your country of residence.**

Example of an International Address:

Address Line 1

Enter current residential address. DO NOT abbreviate. (40 characters)

Boulevard Porfirio Diaz #58 Edificio Sur

Address Line 2

Enter current residential address. DO NOT abbreviate. (40 characters)

6to Piso Departamento 6B Colonia Haciend

City*

Merida

State*

Yucatan

Postal Code*

CP02180

Country*

Mexico

***Required only if these fields exist in your country of residence.**

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PROOF OF ADDRESS

A clear copy of one of the following documents containing your current residential address may be required. **Please note the residential address on the documents listed below must not be your company's address, but rather, your residential address where the service is provided:**

Acceptable Documents:

- Active Government-Issued ID that is unexpired and shows your full name and complete date of birth, and matches the information on your application
 - Acceptable forms include Driver's License, Non-Driver Photo ID, Passport, Passport Card, Tribal Card, or Permanent Resident Card
- Bank Statement
 - Must be issued in the last 60 days
 - May be online or mailed
- Utility Billing Statement
 - Must be issued in the last 60 days and cannot be marked as Final Bill
 - May be online or mailed
- Credit Card Billing Statement
 - Must be issued in the last 60 days.
 - May be online or mailed.
- Homeowner's/Renter's Insurance Statement
 - Must not be a future agreement.
 - May be online or mailed.
- Lease or Rental Agreement
 - Must not be a future agreement.
 - Must be executed by both the landlord and the tenant.
- Mortgage Statement
 - Must be issued in the last 60 days and cannot be marked Final Bill. May be online or mailed.

Keep in Mind:

- The name on your proof of address must exactly match your application. Mismatches may result in rejection.
- Your country of residence must match the country of the Basic Control Account under which the Card is being requested, and this country must be approved for GDC Card issuance at the moment of the request.
- Proof of address document must be less than 60 days old at the time of upload.

British Gas
Looking after your world

Mr. Charles Adam Robert Frost Junior
441 West Live Oak Drive
Complex #2, Apartment 5D
Oakdale, California 98990

Other names for City and State:
City: Town, Village, Municipality, Post Town
State: Region, Prefecture, District, Territory, Province, County

Your electricity bill – actual
Please pay **\$92.62** – to reach us by **Mar 05, 2026**
Pay by this date and you'll benefit from our PromptPay discount on your next bill

Before this bill

Your previous bill	\$66.09 in debit
What you paid	\$66.09
Balance after your last payment	\$0.00

This bill

Balance brought forward	\$0.00
Electricity you've used this period	\$91.79
Your Prompt Pay discount	\$3.58 credit
Tax at 5%	\$4.41
Total to pay	\$92.62

For further details please turn over →

Contact us
Avoid estimated bills when you manage your account online at britishgas.com/bill
Or for enquiries call us on **0800 048 0101**
Mon - Fri, 8am - 8pm, Sat, 8am - 5pm.
Please have your meter reading handy

Customer reference number 1234 1234 1234

Bill date: February 05, 2026
Bill period: Jan 05, 2026 - Feb 01, 2026
Copy as requested
Supply address:
86 EDLESTONE ROAD,
OAKDALE, CA 16990
You're on our Standard Tariff.

Message board
If you would like to view your previous bills, visit britishgas.com/copybill and you will be able to access your energy account(s) when it suits you.

enel

Rodrigo Luis Farias Dos Santos
Fernandopolis-SP
Cn.Lv. A103/Fis.231
N 37154, Brazil

Current Balance R\$127.33
This is your electricity bill for the period from the January 2026 to February to 2026.
As you pay by a regular monthly amount, then is no need to pay this balance. However if you think you are paying too much or too little or your bill is wrong please take a minute reading and give us a call on +55 800 280 0120

How we calculate your bill

	Per unit	No. Per unit	Amount
	18.200	1000	352.80
Billing Charges			528.00
Usage			194.77
VAT 8%			0.21
Total cost of electricity in this period			R\$194.77

Your Account Summary

Payment Date	Description	Amount
	Previous balance	R\$26.33
10.10.2020	Internet Payment	R\$15.55
15.10.2020	Withdrawal	R\$110.15
25.10.2020	Debit Credit Payment	R\$85.00
	This Bill	R\$194.77
Balance forward		R\$327.15

Your Meter Reading

	Previous	Current	Used
Account number: 41234263			
All	0.1254	0.12876	#80

Historical electricity usage

Special consumption for last 12 months
Last bill was paid in time. For more information you can call support service.
Power Cut? Call: +55 800 280 0120

Meter Power Numbers			
S	17	175	123
	11	234	124
			133

Date: 05 March 2026
Tariff: 194-77
Account number: 41234263
Bill number: 700002154695
Supply address: Praça Leoni Ramos 24210-205 Niterói, RJ, Brazil