



All of **us** serving you®

CORPORATE PAYMENT SYSTEMS  
901 Marquette Avenue South  
Suite 1800  
Minneapolis, MN 55402

Re: Release of Charge Transaction Data

Dear \_\_\_\_\_ :

We have been asked to release certain information (the **“Data”**) to \_\_\_\_\_ (the **“Third Party”**), which is routinely maintained under agreements between \_\_\_\_\_ (**“Customer”**) and U.S. Bank National Association (**“U.S. Bank”**) relating to Customer’s business expenses. The Data consists of detailed information about purchases of fuel and fuel related services by employees who have been authorized to incur such expenses for Customer’s business purposes in connection with their employment.

Customer hereby authorizes U.S. Bank to release the Data to the Third Party, and agrees that neither U.S. Bank nor any of its affiliates involved in providing charge card/account services to Customer shall have any liability or responsibility either to Customer or to Customer’s employees with respect to the Third Party’s use or further release or dissemination of the Data for which Customer assumes sole responsibility. The disclosure of the Data does not relieve U.S. Bank or any of its affiliates from their responsibilities to treat this Data or any other of Customer’s information in its possession as Customer’s proprietary or confidential information.

Please have this letter executed by an officer of Customer and return it to U.S. Bank either in care of Manager, Contract Services at the above address or to your Relationship Manager by electronic mail. Once we have received the properly executed letter the requested data will be released as directed. Please contact your Relationship Manager with any questions.

Very truly yours,

U.S. Bank National Association

Kelly Caspers  
Vice President

On behalf of Customer, the undersigned acknowledges and agrees to the terms of this letter, and authorizes both the release of the Data and the assumption of responsibility for maintaining its confidentiality.

\_\_\_\_\_ (Signature of Officer & Date)

Typed Name and Title

cc: [name of Sales/RM]



# U.S. Bank Data Transmission Questionnaire (DTQ)

For questions call 651-962-1925

| Section A: Customer Information             |                         |                            |
|---|-------------------------|----------------------------|
| *Customer Business Name:                    | *Phone:                 | Fax:                       |
| *Street Address:                            | *City, State, Zip:      |                            |
| *Your U.S. Bank RM or Sales Representative: | *Phone:                 | *E-mail:                   |
| *Form Completed By:                         | Requested Testing Date: | Requested Production Date: |

| Section B: File Transmission Contacts   |                              |   |
|---|------------------------------|---|
| * Does this Customer/Transmitter have existing file transmissions with U.S. Bank? | <input type="checkbox"/> YES | If YES, please enter the existing Transmission Account ID (Userid): |
|   | <input type="checkbox"/> NO  |   |
| *Name of Transmitting Company (Self or 3 <sup>rd</sup> Party Transmitter):        | *Phone:                      |   |
| *Street Address:  | *City, State, Zip:           |   |
| *E-mail:  | Fax:                         |   |

| 1. Transmission Testing Contacts (or, Who will test the connectivity?) |            |
|--|------------|
| *PRIMARY:  | SECONDARY: |
| *Phone:  | Phone:     |
| *E-mail:   | E-mail:    |

| 2. Application Testing Contacts (or, Who will validate the file data/contents?) |            |
|---|------------|
| *PRIMARY:   | SECONDARY: |
| *Phone:   | Phone:     |
| *E-mail:  | E-mail:    |

| 3. Production Support Contacts (e.g., Who should be contacted when live transmissions fail at 2 a.m. ?) |            |
|---|------------|
| *PRIMARY:   | SECONDARY: |
| *Phone:   | Phone:     |
| *E-mail:  | E-mail:    |

| Section C: File Transmission Method  |   |
|--|---|
| <b>PLEASE SELECT ONE:</b> See Appendix A for protocol descriptions<br>See Appendix B or C for the detailed form to complete, based on the protocol you select below. |   |
| Internet:  | <input type="checkbox"/> HTTPS  |
|  | <input type="checkbox"/> SFTP (SSH) – If selected, complete SSH form in Appendix B      |
|  | <input type="checkbox"/> AS2  |
|  | <input type="checkbox"/> FTPS (SSL) – If selected, complete SSL form in Appendix C      |
|  | <input type="checkbox"/> Connect:Direct (IPSec VPN required) - Your C:Direct Node name: |
| Do you require PGP Encryption?   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                |
| Request Assistance:  | <input type="checkbox"/> Please Contact: <span style="float: right;">Phone:</span>      |

| Section D: Additional Comments |  |
|--------------------------------|--|
|                                |  |

**Appendix A**

U.S. Bank offers these file transmission solutions. For questions contact us at 651-962-1925.

**Internet**

**HTTPS** – A secure means of transferring data using Hypertext Transfer Protocol Secure (HTTPS) within a connection encrypted by Transport Layer or its predecessor, Secure Sockets Layer.

For this easy-to-use solution, you will be given a user ID and password to logon to our U.S. Bank Secure File Transfer website to send and receive files over the Internet. This is a manual method.

Security and Benefits:

- Transmissions are encrypted. This site supports TLS 1.0; 1.1 and 1.2. U.S. Bank continues to take the strongest measures necessary to ensure the security of the data transfer.
- User ID and password are encrypted and authenticated to allow confidential access to your data
- No network or firewall changes required for this option

Requirements:

- Web browsers (i.e. Microsoft Internet Explorer 6.x and later; Apple Safari 3.2.x and later; Mozilla Firefox 3.5 and later)

Optional:

- Pretty Good Privacy (PGP) encryption (additional fees may apply)

**SFTP (SSH) - Secure File Transfer Protocol (SFTP) with Secure Shell. – COMPLETE FORM IN APPENDIX B**

Security and Benefits:

- Transmissions are encrypted using AES 256-CBC encryption techniques
- SSH encrypts authentication and data before sending it over the open network
- This site supports CTR ciphers and up to group 14 key exchanges.

Requirements:

- SFTP software clients with SSH public key (preferred) or password authentication
- Connection port 20022
- SFTP command (e.g. sftp -o Port=20022 yourusbankid@filegateway.usbank.com )

Optional:

- PGP encryption (additional fees may apply)
- U.S. Bank can initiate the session send (push) files
- Customer's staff or their software/service vendor may automate transmissions

**Applicability Statement 2 (AS2)** – A specification for securely exchanging files over the Internet using Multipurpose Internet Mail Extensions (MIME) and HTTP.

Security and Benefits:

- Transmissions are encrypted to ensure only the sender and receiver can view the data
- Designed to push files securely and reliably over the Internet
- Digital signatures ensure authentication
- Non-repudiation of receipt confirms that intended party received the file

Requirements:

- Certified AS2 software packages – see <http://www.drummondgroup.com>

Optional:

- PGP encryption (additional fees may apply)
- File Compression

Other:

- This protocol is not available with U.S. Bank's Image Cash Letter product.
- Additional forms will be provided later to exchange AS2 information

**FTPS (SSL) – File Transfer Protocol Secure ( FTPS ) – COMPLETE FORM in APPENDIX C**

Security and Benefits:

- Transmissions are encrypted using TLS encryption. We support TLS 1.0, 1.1 and 1.2. U.S. Bank continues to take the strongest measures necessary to ensure the security of the data transfer.
- User ID and password are encrypted and authenticated to allow confidential access to your data



Requirements:

- FTPS software clients with TLS encryption. ("Passive Mode" is required)
- Explicit Mode (AUTH TLS)
- Communication Control Port 20021 and Passive Data Port Range 21000 - 21400

Optional:

- PGP encryption (additional fees may apply)

### **Internet VPN** *Strongly recommended for large files over 2 Gigabytes*

#### **Connect:Direct** - Software used for assured delivery of files over the Internet.

Security and Benefits:

- Site-to-Site IPsec encrypted tunnel
- Advanced security options for perimeter authentication, data privacy and integrity

Requirements:

- IBM Commerce Connect:Direct software
- U.S. Bank requires a primary and a redundant VPN network connections for disaster recovery purposes
- All outbound files are "pushed" to receiver's Connect:Direct node.

Optional:

- Connect:Direct Secure+ for advanced security options such as mutual authentication, data encryption (TLS), and cryptographic message integrity checking
- PGP encryption (additional fees may apply)

Other:

- This protocol is not available with U.S. Bank's Image Cash Letter product.
- Additional forms will be provided later to exchange Connect:Direct information.



Appendix B: U.S. Bank SFTP (SSH) Transmission Questionnaire

The purpose of the U.S. Bank SFTP (SSH) Transmission Questionnaire is to gather the information necessary to implement your SFTP (SSH) protocol method with U.S. Bank.

Transmitter Information

\*Company Name: \_\_\_\_\_

Transmitter Server Information

Table with 4 columns: Test, Disaster Recovery, Production. Rows include Connection DNS Name, \*Connection Public IP Address, IP address restrictions, and a question about pushing files to the server.

Required Information ONLY if U.S. Bank will be pushing files to the transmitter's server:

Table with 4 columns: Test, Disaster Recovery, Production. Rows include Directory Path, File Name(s), SFTP Control Port Number, Our User ID, Operating System Platform, and Type of Authentication.

U.S. Bank Server Information

Table with 4 columns: Server DNS Names, IP Addresses, Control Port Number. Rows include Test, Production, and Disaster Recovery server details.



Appendix C: U.S. Bank FTPS (SSL) Transmission Questionnaire

The purpose of the U.S. Bank FTPS (SSL) Transmission Questionnaire is to gather the information necessary to implement your FTPS (SSL) protocol method with U.S. Bank.

Transmitter Information

\*Company Name: \_\_\_\_\_

Transmitter Server Information

Table with 4 columns: Test, Disaster Recovery, Production. Rows include: Connection DNS Name, \*Connection Public IP Address, \*Control Port Number, FTPS Data Transfer Mode, \*Server SSL Certificate Self Signed, \*Will you require U.S. Bank to push files to your server?

Required Information ONLY if U.S. Bank will be pushing files to the Transmitter's server:

Table with 4 columns: Test, Disaster Recovery, Production. Rows include: Directory Path on Your Server, File Name(s) on Your Server, Control Port Number, Our User ID on Your Server, Your Operating System Platform, FTPS Data Transfer Mode, Your Data Port Range, NOTE: We will exchange passwords over the phone.

U.S. Bank Server Information

Table with 3 columns: Server DNS Names, IP Addresses. Rows include: Test, Production, Disaster Recovery, Control Port Number: 20021, Data Port Range: 21000 - 21400