

DO NOTAM 20190409 – Using the Shell Cards

Pilots,

NHQ finance team reports on-going issues with Shell Cards and asked we distribute these key reminders:

1. If the merchant asks for a driver ID use the PIN associated with the card.
2. The PIN is the last four (4) digits of the aircraft registration number. If the registration number only has three (3) digits add a zero (0) to the back, e.g. 293CP == 2930; 567CP == 5670.
3. The card has a \$500 transaction limit and a \$1,000 daily limit.
4. The card will be blocked after five (5) erroneous transaction attempts. The attempts are cumulative, e.g. if one member tries the card 3 times and receive 3 declines with no successful transaction and a separate member tries the card 3 days later with 2 declines the card is blocked. Please contact the ORWG/DO when a card has erroneous transaction. The DO will coordinate clearing the errors with NHQ.