

COMMONWEALTH OF PENNSYLVANIA  
 PENNSYLVANIA  
 LIQUOR CONTROL BOARD

**CREDIT CARD ON FILE/  
 ACH PROGRAM AUTHORIZATION**

BUREAU OF  
 STORE OPERATIONS

LICENSEE LID NUMBER

LICENSEE NAME

LICENSEE HOME STORE NUMBER

The Pennsylvania Liquor Control Board (“PLCB”) is offering an automated Credit Card on File/ACH Program for the benefit of Licensees. A Licensee may enroll in the Program at a Fine Wine & Good Spirits (FW&GS) store by providing card information for those credit cards and/or ACH accounts by which the Licensee wishes to purchase merchandise. This credit card/ACH account information will be electronically linked to the Licensee’s LID in the PLCB’s secure cash management system.

Upon enrollment, all persons listed on that Licensee’s PLCB-24 or PLCB-122 Wholesale Purchase Permit Card, or those individuals registered/stored electronically by the Licensee in the LID Account Details section of the PLCB Licensee Online Order Portal (LOOP) (“Authorized Agents”), will be entitled to use the Credit Card on File or ACH account information for payment of products purchased at PLCB retail stores. The PLCB Credit Card Blanket Authorization Form containing account numbers will no longer be used.

It remains the responsibility of the Licensee to self-register/update Authorized Agents listed in the Licensee’s LID Account Details section of LOOP, as appropriate, and to notify the PLCB of any changes in Licensee Authorized Agents to be listed on the PLCB-24 or PLCB-122 Wholesale Purchase Permit Card. [40 Pa. Code §§ 3.1 and 11.7]. It remains the responsibility of the Licensee to notify the PLCB if an enrolled credit card has been lost or stolen. The enrollment will remain in effect until the expiration date of the credit card or ACH account, or until the enrollment of a card is specifically revoked in writing by the Licensee. The PLCB may, at its discretion, impose a fee for any reversal of charges due to non-sufficient funds and/or to suspend the Licensee’s wholesale discount until all funds due and owing are paid in full.

By signing below, you certify that you are authorized to enroll the above-noted Licensee in the Credit Card on File/ACH Authorization Program and to designate the Licensee’s Authorized Agents on the Wholesale Purchase Permit Card and in the Licensee’s LID Account Details section of Authorized Agents in LOOP. Furthermore, you certify that you are authorized to and hereby do grant permission for the PLCB to charge Credit Card(s) on File/ACH accounts that are linked to the above-noted LID for payment of products purchased at the PLCB’s retail stores. Cardholder/ACH account holder accepts responsibility for any transactions completed by an Authorized Agent, and agrees to hold the PLCB harmless for same.

**APPROVAL**

SIGNATURE

PRINTED NAME

DATE

PRINTED INITIALS OF PLCB EMPLOYEE PROCESSING ENROLLMENT \_\_\_\_\_

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## CREDIT CARD ON FILE/ ACH PROGRAM AUTHORIZATION

BUREAU OF  
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**NOTICE:** The PLCB-2466 serves as notification to any PLCB licensee who enrolls in either the Credit Card on File or ACH Program that by enrolling in either program, permission is automatically granted to all authorized persons listed on the PLCB-24 or PLCB-122 card, or Authorized Agents listed in LOOP, associated with that licensee to make purchases on behalf of the licensee using these tender types.

\*The Credit Card on File and/or ACH accounts may be linked to a licensee's LID at any FW&GS store or Licensee Service Center (LSC). These accounts may be used as tender, at any FW&GS store or LSC, provided the account is in good standing and the PLCB-24 or PLCB-122 card for the current year is either on file or presented at the time of purchase or the licensee representative is listed as an Authorized Agent in LOOP.

It is the licensees' responsibility to update both the store and travel copies of the PLCB-24 or PLCB-122 card, as well as the Authorized Agents listed in LOOP, if the status of an authorized person should change. It is the store employees' responsibility to verify the signatures of all representatives of said licensee which appear on the PLCB-24 or PLCB-122 card, or those individuals identified as Authorized Agents in LOOP. Only representatives of the licensee who have signed the PLCB-24 or PLCB-122 card, or are identified as Authorized Agents in LOOP, are authorized to purchase liquor on behalf of the licensee.

### Instructions for completing PLCB-2466:

1. Enter the LID.
2. Enter the Licensee Name.
3. Enter the Licensee Home Store Number, if available.
4. Inform the presenter of the card that any credit card or checking account enrolled and linked to their LID# for use as a Credit Card on File or ACH account automatically becomes a form of tender for their account. It is the responsibility of the licensee to maintain and update the PLCB-24 or PLCB-122 Purchase Permit cards, and Authorized Agents in LOOP associated with their business, this includes cards stored at the licensee's home store as well as the travel copy.
5. Have the presenter of the card, sign and date the PLCB-2466.
6. Perform a minor challenge on the presenter of the card and staple to the PLCB-2466; cancel the transaction.
7. On the following transaction, enroll any presented cards for CCOF and/or checks into ACH.
8. Give the presenter the receipt printed for enrollment.
9. Mail, fax or email the PLCB-2466 with the attached minor challenge to:

Pennsylvania Liquor Control Board, Attn: Financial Operations, 307 Northwest Office Building, Harrisburg, PA 17124

Fax: (717) 787-5230

Email: [RA-LBFinanOper@pa.gov](mailto:RA-LBFinanOper@pa.gov)