



Office of  
General Services

Business  
Services Center

## Information Announcement

---

# New Zip Code for Credit Card Use

**June 1, 2015**

The credit card billing address or zip code is frequently required when making an on-line or point of sale purchase.

Effective **June 11, 2015**, the credit card billing address for all state-issued credit cards administered by the BSC will be changed. When using the credit card and prompted for a zip code, employees must use 12226. All employees in agencies served by the BSC who currently have a New York State issued travel, procurement or NET card should make note of this address which is associated to these credit cards and also used for registration of new cards.

The new address is:

1220 Washington Ave  
Building 5  
Albany, NY 12226

For questions regarding this announcement, please contact the BSC Credit Card Unit at (518) 457-4272 or by email at [CreditCard@ogs.ny.gov](mailto:CreditCard@ogs.ny.gov).