



Fuelman of DFW

PO Box 1260 • Fort Worth, TX 76101-1260
Phone: (817) 838-0123 • Fax: (817) 882-8255
creditservices@fuelmandfw.com

APPLICATION FOR FLEET CARD ACCOUNT

BUSINESS INFORMATION (Required)

Legal Company Name			Type of Business	Years in Business Under Current Owner	
Subsidiary or DBA			Main Phone #	Cell Phone #	
Street Address (No PO Boxes)			Fax #		
City	State	ZIP	Federal ID #	Tax Exempt #	
Billing Address (If Different Than Above)			# of Vehicles	Monthly Fuel Spend	
City	State	ZIP	Email Address		
First Name		Last Name	Title		

Type of Organization: Sole Proprietorship Partnership Corporation Non-Profit Government LLC LLP

Bank Reference			
Bank Name		Officer's Name:	
Address		Phone#	
City	State	Zip Code	Operating/Checking Account#

Trade References	Account #	Telephone	Credit Dept. Fax
1			
2			
3			
4			

AUTHORIZED SIGNATURE Required (Representative acknowledges receiving fuel pricing and payment terms) Initial Here _____

Barney Holland Oil Company d/b/a Fuelman of DFW ("Fuelman") operates the Fuelman Fleet Card program. By signing this application, I represent and warrant that I am duly authorized to request that a Fuelman Fleet Card account be created on behalf of my company identified above ("Applicant"). Fuelman is hereby authorized to check Applicant's credit worthiness, initially as well as from time to time, including but not limited to obtaining credit report(s), contacting the Applicant's bank, and obtaining trade references. Applicant acknowledges that this application is subject to approval and acceptance by Fuelman. If this application is approved, then the Applicant's Authorized Representative listed above will be notified of the account's available credit limit, the acceptable payment terms & method, and any applicable program fees. Program details will be provided in the client agreement that will be delivered along with the cards to the Authorized Representative. Applicant acknowledges that the fleet card program is not a revolving credit account and that any purchases made during the billing cycle are due and payable in full, including any applicable fees, upon receipt of the billing statement. If the Applicant's unpaid balance ever meets the established credit line, the account will suspend and the Applicant's credit history may be reported to credit reporting agencies. Applicant's acceptance, signing, in whatever form, or use of any of the cards provided to the Applicant will constitute acceptance of the terms and conditions contained in this application and the account agreement. Applicant agrees that any liability arising or resulting from the misuse, unauthorized or fraudulent use, loss or theft of any of the cards issued to the company's account shall be fully borne, assumed and paid by the Applicant. If Fuelman uses an attorney or collection agency to collect an unpaid overdue amount, the Applicant agrees to pay reasonable attorney and/or collection fees. Applicant agrees that the account will be governed by Texas law and that the cards are for business/commercial use only and never used for personal or household purposes and agrees that use of the cards for consumer or household purposes shall be grounds for immediate termination of the Applicant's account. We comply with Section 326 of the USA PATRIOT Act. This law mandates that Fuelman verify certain information about you while processing your account application.

I Agree to the Terms of this Application (Please check box)

Print Name (Authorized Representative)	Signature (Authorized Representative)
Title	Date
Telephone #	

BUSINESS OWNER/ACCOUNT PRINCIPAL Required for all Proprietorships, Partnerships or any other business/organization less than two years old or having fewer than five (5) employees.

Each principal ("Principal") for this Account, if any, is personally and unconditionally, jointly and severally liable with Applicant, as principal and not as surety or guarantor, for the payment and performance when due of all obligations owed on the Account, regardless of who made purchases using the Cards, and the Principal agrees to pay such amounts according to the terms of this Agreement. Principal is responsible under this Agreement for all use of all of the Cards issued on the Account to the fullest extent permitted by law. This constitutes Principal's agreement, individually, regarding the provisions under "AUTHORIZED SIGNATORY" above, including without limitation checking and reporting your credit and confirming your identity.

Guarantor First Name	Last Name	Middle Initial	
Guarantor Street Address (No PO Boxes)		Social Security #	Date of Birth
Guarantor Street Address 2		Home Phone #	Cell Phone #
City	State	ZIP	Driver's License# & State:
Guarantor Email Address:		Alternate Email Address (Personal):	

Rep Name:



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TERMS DEFINITION

PRODUCT: _____

PAYMENT METHOD: ACH
 CHECK BY MAIL
 CHECK BY FAX (\$5.95 Convenience Fee)
 CREDIT CARD (3% Convenience Fee, AMEX 3.5% Convenience Fee)

BILLING CYCLE / TERMS: WEEKLY - NET 7
 WEEKLY - NET 14 (Includes \$1 per card per Month Fee)
 BIWEEKLY - NET 14 (Includes \$2 per card per Month Fee & \$15 per month Account Fee)
 MONTHLY CALENDAR - NET 10 (includes \$3 per card per month fee & \$40 per month Account Fee)

- Late Fee will apply for payments made beyond the due date. (\$75 minimum)
- Insufficient Funds Fee will apply for returned or denied payments. (\$50 minimum)

Billing Statement (FN01) and Fleet Fuel Management Report (FN02) are standard with no fee.

OPTIONAL REPORTS: \$10 charge per report

- | | |
|---|--|
| <input type="checkbox"/> FN03 – EMP MANAGEMENT REPORT | <input type="checkbox"/> FN08 – FEDERAL GASOLINE EXCISE TAX REPORT |
| <input type="checkbox"/> FN04 – VEH MANAGEMENT REPORT | <input type="checkbox"/> FN09 – FEDERAL DIESEL EXCISE TAX REPORT |
| <input type="checkbox"/> FN06 – FLEET MAINT MANAGEMENT REPORT | <input type="checkbox"/> FN10 – MONTHLY GALLON SUMMARY REPORT |
| <input type="checkbox"/> FN07 – CUSTOMER TAX MANAGEMENT REPORT (IFTA) | <input type="checkbox"/> FN14 – FLEET ANALYSIS REPORT |

REPORT DELIVERY METHOD: MAIL - \$9.95 EMAIL WEB

REPORT/STATEMENT DELIVERY INFO:

FLEET CONTACT:

Name	Email
Telephone #	Fax #

ACCOUNTS PAYABLE REPRESENTATIVE:

Name	Email
Telephone #	Fax #

Standard Fuelman terms and conditions apply. Full Program Details will be delivered with card setup.

I fully understand and accept the terms of this program.

Name: _____ Title: _____

Signature: _____ Date: _____

Rep Name:



FUELMAN OF DFW
 Phone: 817-838-0123
 Fax: 817-222-3456

VEHICLE LIST

Company Name: _____

Account # _____

Veh No.	Unit No.	Vehicle Description (Year, Make, Model)	Dept.	Fuel Type(s) Allowed	Total Tank Capacity (How many gallons will vehicle hold?)	Number of Fuelings Allowed Per Day		Daily Gallon Limit (Unlimited not accepted)		Weekly Gallon Limit (Unlimited not accepted)		Non Hwy Use (Y / N)	Oil Amounts (\$)	
						E	D	E	D	E	D		E	D
EX.	456	2001 Ford Pickup	Sales	UNL	25	2	3	35	45	80	100	N	\$0	\$0
EX.		Generator	Maint.	DSL	15	N	2	N	30	N	150	Y	\$0	\$0
EX.	8520	Service Truck	Warehs	DSL	40	1	2	50	60	100	200	N	\$10	\$20
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

D – Denial Limit: This is a mandatory field. Values must be entered in order for the Fuelman system to work properly.

E – Email Exception Notification: This is an optional field. When a vehicle goes over this limit, the system immediately sends an email to the designated person. This field must be set at least one value less than the denial field. If you choose this option, please write the name and email address of the employee to receive these notices:

Name: _____ Email Address: _____

Please print name & fill in email address only if you want email exception notification

Initial: _____ Date: _____



FUELMAN OF DFW
 Phone: 817-838-0123 or 800-499-3835
 Fax: 817-222-3456

DRIVER LIST

Company Name: _____

Account # _____

No. Auth Users	Driver Name (Last Name, First Name)	Employee Number	No. Auth Users	Driver Name (Last Name, First Name)	Employee Number
1			10		
2			11		
3			12		
4			13		
5			14		
6			15		
7			16		
8			17		
9			18		

*The Employee Number is a mandatory field in the Fuelman system. If you do not have an Employee Number for your employees then Fuelman will assign one. **All employee pins are system-generated.***

Initial: _____ Date: _____



FUELMAN OF DFW
 Phone: 817-838-0123
 Fax: 817-222-3456

AUTHORIZED PERSONNEL & ADDRESS FORM

Mailing Address for Reports

Mailing Address for Invoices

Mailing Address for Cards

Accounts Payable Contact:

NAME: _____
 PHONE: _____
 FAX: _____
 EMAIL: _____

Authorized personnel to make changes to your account (change, add, delete cards & pins, etc.)

Name	Phone #	Cell #	Fax #

After Hours Contact Information for Authorizations

In the event that your driver is denied after our local customer service office is closed, you may need to be contacted by our After Hours Help Desk to approve transactions. Please provide names for individuals who are authorized to make these decisions and the best available phone number to reach them with.

Name:	After hours phone #:
Name:	After hours phone #:

Please notify us in **writing** with any changes to the authorized personnel list. Please send changes via fax at (817) 882-8255 or email at customerservice@fuelmandfw.com. Any change requests by unauthorized personnel will not be processed.

Initial: _____ Date: _____ Company Name: _____



FUELMAN OF DFW
Phone: 817-838-0123
Fax: 817-222-3456

WEB ACCESS AUTHORIZATION FORM

Web access allows **you** to manage your Fuelman of DFW account through three levels of access. If you are interested in managing your Fuelman account on-line, complete the information below and fax to Customer Service at 817-882-8255.

- ◆ **Limited** allows access to print & view reports & invoices only for the past 90-days. This is a good access for your Accounts Payable department to ensure your account is not suspended due to past due invoice or credit limit.
- ◆ **View Account Only** allows access to print & view reports & invoices; PLUS you can view all information on your account (vehicle limits, pin numbers, transactions, and retrieve detailed information on Fuelman sites)
- ◆ **Account Administrator** allows full control. You will be able to add, edit & lock vehicles and employees; view transactions for the past 90-days; print invoices & reports; download transactions into Excel; and retrieve detailed information on Fuelman sites.

1. Name: _____ Email: _____

- Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

2. Name: _____ Email: _____

- Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

A/P Contact

3. Name: _____ Email: _____

- Limited (print/view reports & invoices only) View Account Only Account Administrator (can make changes to account)

Card Delivery - When you create a new card or replace an existing card, that information will show up in our card queue in Fort Worth. Our Customer Service department will print the card and mail it to you via the United States Postal Service. If you wish to have your cards sent overnight, please provide us with your Federal Express or UPS account number. If you wish to provide your shipping number, please contact Customer Service at (817) 838-0123.

Credit Limit - While maintaining your account, please be aware that some of the changes you make could affect your credit limit. Adding several new vehicles or increasing the gallon limits on existing vehicles will have a direct impact on your credit limit. If you make many of these changes, please contact the Credit Department to discuss a review of your credit limit. You can reach the Credit Department at (817) 838-0123.

Payments - Please note that you must make your payments from the on-line invoice. If you are a part of our ACH program, we will continue to draft your account as usual. If you make payment by mail, please send your payment to Fuelman of DFW, P.O. Box 1260, Fort Worth, TX 76101-1260. **You will no longer be receiving your reports or invoices through the mail, just online.**

By signing below, you authorize Fuelman of DFW to set up the above listed employees to have access to the Fuelman account and make any necessary changes. You also understand the terms and conditions listed above.

Signature: _____
Printed Name: _____

Company: _____
Date: _____



FUELMAN OF DFW
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Fax: 817-222-3456

ACH AUTHORIZATION FORM

I hereby authorize **Barney Holland Oil Company** d/b/a **Fuelman of DFW** to initiate credits or debits (and/or corrections to the previous credits or debits) to the institution indicated below. The institution is authorized to credit/debit and/or correct the amounts to my account. The authority is to remain in full force and effect until I revoke it in writing in such time (10 days) and such manner as to afford the institution a reasonable opportunity to act on it.

(Attached voided check here)

Customer Information

Customer Name			Tax ID # or SS #
Street Address			Contact
City	State	Zip Code	Fax #

Bank Account Information

Financial Institution			Contact
Street Address			Phone #
City	State	Zip Code	
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____			
Financial Institution Routing #			Financial Institution Account #

Company: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____



FUELMAN OF DFW
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EXAMPLE

VEHICLE LIST

Company Name: Acme Commercial Products

Account # 12345

Veh No.	Unit No.	Vehicle Description (Year, Make, Model)	Dept.	Fuel Type(s) Allowed	Total Tank Capacity (How many gallons)	Number of Fuelings Allowed Per Day		Daily Gallon Limit (Unlimited not accepted)		Weekly Gallon Limit (Unlimited not accepted)		Non Hwy Use (Y/N)	Oil Amounts (\$)	
						E	D	E	D	E	D		E	D
EX.	456	2001 Ford Pickup	Sales	UNL	25	2	3	35	45	80	100	N	\$0	\$0
EX.		Generator	Maint.	DSL	15	N	2	N	30	N	150	Y	\$0	\$0
EX.	8520	Service Truck	Warehs	DSL	40	1	2	50	60	100	200	N	\$10	\$20
1	201	2000 Ford F-250	Deliver	DSL	50	2	3	100	150	300	350	N		N
2	203	2001 Dodge Ram	Shop	Reg	35	2	3	70	105	210	300	N		N
3	205	2004 Ford F-150	Sales	Reg	45	2	3	70	135	200	250	N		N
4	207	1999 Chevy Silverado	Field	Reg	35	2	3	70	105	210	300	N		N
5	209	2003 Ford F-350	Field	DSL	55	2	3	110	165	300	350	N		N
6	211	2004 Ford F-350	Field	DSL	55	2	3	110	165	270	325	N		N
7	213	2001 Chevy Van	Deliver	Reg	35	2	3	70	105	220	275	N		N
8	215	1996 GMC Pick Up	Field	Reg	35	2	3	70	105	210	300	N		N
9	217	1999 Dodge 4x4	Field	DSL	50	2	3	80	150	250	300	N		N
10	220	Equipment One	Shop	DSL	150	3	4	300	600	500	1500	Y		N

D – Denial Limit: This is a mandatory field. Values must be entered in order for the Fuelman system to work properly.

E – Email Exception Notification: This is an optional field. When a vehicle goes over this limit, the system immediately sends an email to the designated person. This field must be set at least one value less than the denial field. If you choose this option, please write the name and email address of the employee to receive these notices:

Name: **John Brown** Email Address: b
 Please print name & fill in email address only if you want email exception notification

Initial: JB Date: 10-30-04



FUELMAN OF DFW
 Phone: 817-838-0123 or 800-499-3835
 Fax: 817-222-3456

EXAMPLE

DRIVER LIST

Company Name: Acme Commercial Products Account # 12345

No. Auth Users	Driver Name (Last Name, First Name)	Employee Number	No. Auth Users	Driver Name (Last Name, First Name)	Employee Number
1	John Brown	3310	10	Francisco Garza	3368
2	David Jones	3318	11	Donnie Abrams	3373
3	Bill Davis	3327	12	Deion Jansen	3376
4	Karen Adams	3341	13	Tim Whitson	3378
5	Thomas Hernandez	3355	14	James McCarty	3382
6	Bradley Yates	3359	15	Rick Dyson	3385
7	J.C. Galloway	3361	16	Kevin Brookston	3389
8	Maria Gamez	3362	17	Sherry Harrison	3393
9	C.J. Castillo	3365	18	Kylie Marris	3397

The Employee Number is a mandatory field in the Fuelman system. If you do not have an Employee Number for your employees then Fuelman will assign one. **All employee pins are system-generated.**

Initial: JB

Date: 10-30-04



FUELMAN OF DFW
 Phone: 817-838-0123
 Fax: 817-222-3456

EXAMPLE

AUTHORIZED PERSONNEL & ADDRESS FORM

Mailing Address for Reports

Acme Commercial Products
 3000 Main Street
 Fort Worth, TX 76102

Mailing Address for Invoices

Acme Commercial Products
 3000 Main Street
 Fort Worth, TX 76102

Mailing Address for Cards

Acme Commercial Products
 1234 Main Street
 Fort Worth, TX 76102

Accounts Payable Contact:

NAME: John Brown
 PHONE: 817-555-1234
 FAX: 817-555-7777
 EMAIL: jbrownacme@yahoo.com

Authorized personnel to make changes to your account (change, add, delete cards & pins, etc.)

Name	Phone #	Cell #	Fax #
John Brown	817-555-1234	817-370-1234	817-555-7777
David Jones	817-555-1234	817-370-4567	817-555-7777

After Hours Contact Information for Authorizations

In the event that your driver is denied after our local customer service office is closed, you may need to be contacted by our After Hours Help Desk to approve transactions. Please provide names for individuals who are authorized to make these decisions and the best available phone number to reach them with.

Name: John Brown	After hours phone number: 817-370-1234
Name:	After hours phone number:

Please notify us in **writing** with any changes to the authorized personnel list. Please send changes via fax at (817) 882-8255 or email at customerservice@fuelmandfw.com. Any change requests by unauthorized personnel **will not** be processed.

Initial: JB Date: 10-30-04

Company Name: Acme Commercial Products

