

City of Rochelle

Re: Benny's Corner Market

Vendor Site Petroleum Fueling

Attention: Sue Messer

City Clerk

420 North 6th Street

Rochelle, Illinois 61068

815.562.6161

ATTACHMENT A
RFP ACKNOWLEDGEMENT AND ANTI-COLLUSION CERTIFICATION

The undersigned certifies that: (1) he/she is duly authorized to submit and execute this proposal and (2) the vendor and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the City of Rochelle employees or agents of the City with regard to this proposal.

The undersigned further certifies that the enclosed proposal is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming proposal may result in partial or full rejection of the proposal.

Benny's Corner Market
Company Name

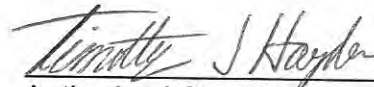
12/18/19
Date

601 Flagg Road, Rochelle
Address

Ogle / Illinois
County / State

815.766.2769
Phone Number

thayden@haydenreinc.com
E-mail


Authorized Signature

Timothy J. Hayden
Print / Type Signatory Name

Owner / Managing Partner
Position / Title

61068
Zip Code

815.562.7085
Fax Number

To Be Determined
Web Page

ATTACHMENT B
RFP: FLEET FUEL SERVICES

Date: 12/18/19

Bidder Information:

Name of Company/Business: HP Rochelle Operating, LLC d/b/a Benny's Corner Market

Individual Partnership Corporation LLC Other (provide info)

Address: 601 Flagg Road, Rochelle, IL 61068

Telephone #: 815.766.2769 (Tim Hayden Cell Phone) 815.561.6270 Site Phone Number

Number of Years in business: Opened November, 2019

Business Information (in City limits): Name of Business: Benny's Corner Market

Address Location: 601 Flagg Road, Rochelle, IL 61068

Authorized Contact Person: Tim Hayden

Telephone # of Authorized Contact Person: 815.766.2769

Federal Tax ID #: 83-3171089

State Tax ID #: See Attached

Copy of W-9 sent along with bid.

General Information:

Are there any capacity issues to deliver the proposed fuel usage? YES NO ☒

Provide a brief company/business history: Benny's Corner Market opened in 2019. The Rochelle Store is our flagship location. Benny's Corner Market is locally owned and operated. Our store has high speed fueling equipment and chip reader technology on every pump. Mobil branded gasoline is a high quality fuel.

In addition to high quality fuel, Benny's has a modern C Store with popular food & drinks.

Other information (past accomplishments/projects that have impacted the City):

The owner's of Benny's Corner Market also own Hayden Real Estate, Inc. & Liquor N Wine, both have long standing track records in the City of Rochelle

Services. Provide an overview/procedure of the following services:

Support Services: The Mobil National Fleet Card is supported by WEX and Enterprise.

Tom Lee from WEX & Drew Kellow from Enterprise will be the Point Persons for Support

Local references are available from Flagg Township & Rochelle Schools

System Access Process as outlined in Section 2.5: The cardholder will be able to sign up for

Web Based System Management. Initial card issuance will be handled by Tom Lee with Employee ID/PIN numbers issued in cooperation with the City. Future additional issues and changes can be handled web based or with telephone customer support.

Issuance/Cancellation of Cards: Web based access will be available upon issuance of an account number. The City of Rochelle will be able to issue and cancel cards online or with telephone customer support.

Reporting lost/stolen Cards: 24/7 customer support will be available or web based access will be available to report lost and stolen cards.

Disputed Transaction Resolution: See attached supporting materials for Transaction Dispute Form.

Ability to block cash advances as outlined in Section 2.10:

There is an option that can be chosen that the card will be for fuel purchases only.

This will prevent all cash advances or C Store purchases.

Fuel only cards will detect the purchase of any non fuel item and cancel the transaction.

Liability and Security of Cards:

Benny's Corner Market 's Dispensers are the only Dispensers in town that have Chip Reader Technology. WEX is a Nation wide company with proprietary algorithms to prevent fraud and provide security. Further details to be provided upon selection.

Location of all stations that accept fuel card offered in Ogle County:

The card will be accepted at over 90% of gas stations in the nation. Mobil \$0.05 rebate will be paid at all Exxon & Mobil stations. Benny's Corner Market \$0.05 rebate will only be paid at Benny's Corner Market

List issues with pump transaction data as outlined in Section 2.14: All items listed in Section 2.14 will be listed on the standard receipt. Up to 60 additional data fields can be chosen on the web based program to receive additional information.

Website availability for report viewing as outlined in Section 2.12: There will be web based support tools that will have all the data listed in 2.12.

Report types available via website as outlined in Section 2.12: There is a standard report that will be set up upon card activation. Additional reports can be customized by each fleet account based on the data they would like to see.

Invoicing via email: Email based invoicing is available upon choosing the paperless invoicing option. This will be addressed in the initial setup process.

Other services provided: The biggest benefit of the Enterprise/WEX/Mobil card is the data sharing for each City vehicle. The benefits of this shared data are signifigant.

ATTACHMENT C

Fees, Discounts & Rebates Overview

Fees: Bidder must describe in detail the nature and extent of all fees applicable to their program: i.e. monthly/annual card fees, transaction fees, software fees, report fees, etc.

[illegible]

Discounts/Rebates: The Bidder should indicate the price per gallon discount/rebates off the pump prices offered to the City of Rochelle, if any. If a sliding scale, list the breaks based on volume of gallons purchased per month.

Flat Rate

Discounts/Rebates Per Gallon:	\$0.10 Total Rebate Per Gallon
\$0.05 Rebate from Mobil & \$0.05 from Benny's	Corner Market

Sliding Scale

Gallons Per Month	Discounts/Rebates Per Gallon:
There is no sliding scale for rebates.	

CONTRACTOR BID AGREEMENT

TO: City of Rochelle
420 N 6th Street
Rochelle, IL 61068

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of the City of Rochelle, Owner, and being familiar with all conditions surrounding the work, including availability of labor and material, does hereby propose to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the Contract documents and at the price provided.

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and Contract documents, including the invitation for bids.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the City within seven (7) days of the cause.

Signed



Print Name

Timothy J. Hayden

Title

Owner / Managing Partner

Company Name

HP Rochelle Operating, LLC d/b/a Benny's Corner Market

Date

12/18/19

ELIGIBLE CONTRACTOR AND SUBCONTRACTOR CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either State Law or City Code regarding ineligible contractors.

HP Rochelle Operating, LLC d/b/a Benny's Corner Market

(Printed Name of Contractor)

601 Flagg Road

Address

Rochelle, IL 61068

City

State

Zip Code

Timothy J. Haydel

Signature of Authorized Representative

Owner / Managing Partner

12/18/19

Title

Date

RFP Bid Specification Notes

To: City of Rochelle

From: Benny's Corner Market

Re: Supporting Details for RFP

On behalf of the owner's of Benny's Corner Market, we thank you for the opportunity to participate in this RFP process. Below are answers to the bid specifications that will further help clarify our answers provided in Attachment B. We have listed the answers in response to the sections listed in the packet.

Section 2

Benny's Corner Market is open approximately nineteen hours each day with operating hours of 4:00 AM to 11:00 PM. The Mobil Fleet National Card is accepted at all major gas stations including Love's or Pilot in the event a vehicle would need to fill up when Benny's is not open. No rebate would be awarded for these rare instances.

Section 2.4:

Supplied literature might reference various fees. All stated fees have been waived as part of this RFP and any fight that should unknowingly arise will be waived and or reimbursed. This statement will supercede any conflict that may arise for the life of the contract.

Section 2.5:

Tom Lee from WEX will be the relationship consultant. Tom will assist the card implementation process. Tom will provide support and lead a designated City Employee thru the Online Account Process. Enclosed in the supplemental information is a spreadsheet that shows the information needed to set up the initial list of vehicles with selected Drive IDs and Department.

Section 2.6:

The City of Rochelle will determine if the cards are fuel only or if they are custom control. Fuel only cards will cancel any transaction for a non fuel item. Designation of the card type will be made as part of the application process.

Section 2.7:

Exxon Mobile Fleet National Card is managed by WEX. WEX is a national card service provider will modern technology including proprietary algorithms that watch for fraud behavior. Further security details can be provided upon selection as the winning bidder.

Section 2.8:

Once an account number is established, the City of Rochelle will have online account management. In addition to online account management, 24/7 telephone customer service will be available.

Section 2.9:

Online account management will easily allow for card cancellations and new card activations. In addition to 24/7 Customer Service, Tom Lee will be the account manager and he can be reached for personal service.

Section 2.10:

Cash advances will be prohibited by fuel only cards.

Section 2.11:

Enclosed literature details the different ways to report lost or stolen cards. All cards are protected by personal identification number that must be entered at the pump to authorize a transaction. Online account management will be the easiest way to report lost/stolen cards in a timely fashion.

Section 2.12:

Standard reports are provided at no cost. Please see the enclosed example. There are custom reports that could be additional depending on the requirements of the card holder. All reports come with online account management at no cost.

Section 2.13:

This can be found at the back of the packet with the sample report.

Section 2.14:

All of the above listed in this bullet point are available on an original receipt. Sixty additional fields are available on an original receipt if the card holder chooses to receive some or all of this data.

Section 2.15:

Enclosed in the packet is a page regarding tax exempt status. Benny's Corner Market has two other tax exempt fleets that are currently operating without issue.

Section 2.16:

Please see enclosed Dispute Transaction form.

Section 2.17:

- The ExxonMobil National Fleet card is accepted at over 90% of gas stations across the country.
- There is an Exxon Mobil station in Byron and Mt. Morris.
- Other area ExxonMobil stations include Sterling, Rock Falls, DeKalb and over twenty stations in the Rockford area.
- New cards will be received within seven days of receipt of the initial driver inventory list. On an ongoing basis, new cards will be received within seven days or they can be overnighted at the expense of the customer. Driver authorization can be done same day on the online management system.

Section 2.18:

The ExxonMobil Fleet Program has two different incentive programs. The first program is provided in cooperation with Enterprise Rental Cars. This program will incorporate the vehicle data with the Enterprise Lease program that the City of Rochelle has just started. This rebate program has a total rebate of \$0.10 per gallon without a sliding scale rebate. \$0.05 of this rebate will come from Enterprise/Mobil and the other \$0.05 will come from Benny's Corner Market. On the statement, the rebate will appear as a \$0.10 rebate.

The second rebate program has a first year promotional rate of \$0.13 cents for each gallon pumped. Each year after the first year, the rebate will be based on fuel usage. Based on the gallons presented in the RFP, this rebate will most likely equal \$0.09 per gallon. This rebate program does not allow for the City to provide data to the Enterprise Lease program.

ExxonMobil Fleet Card Services*

Thank you for your interest in our Tax Exemption and Reporting Program

The Tax Exemption and Reporting Program can significantly reduce accounting and administrative time for qualified fleets exempt from motor fuel excise taxes or certain sales taxes — at Federal, state, county or local levels.

Benefits include:

- Net billing of federal excise tax on applicable fuel purchases at any location
- Net billing of state, local, county and special tax on applicable fuel purchases at participating merchant brands based on local tax laws
- Detailed reporting of the purchase data and tax exemption

Exemptions are dependent upon several factors, such as your tax-exempt status for fuel purchases, the taxing jurisdiction's laws, regulations and requirements, and for most state, county and local taxes, merchant participation. In the event that a transaction cannot be billed "net of tax", you will receive detailed reporting showing the full purchase price and the tax paid.

Before we can start billing you net of applicable taxes on fuel transactions based upon your eligibility, you will need to complete the following required documentation:

- 1 Tax Exemption and Reporting Program **Enrollment** form (enclosed)
- 2 **Certificate of Buyer of Taxable Fuel** form for federal exemptions (enclosed)
- 3 **State certificate** – obtain these from the appropriate state governing body.

Please review the enclosed **Frequently Asked Questions** sheet for helpful information on the program

IMPORTANT: You must complete the forms accurately in order to avoid delays in your program enrollment, so please follow the instructions on the enrollment form carefully.

IRS regulations require that we obtain your certification that you are eligible to receive exemptions from federal excise taxes. For all other taxing jurisdictions (state, county, local) you may need to submit similar certifications as required by the different taxing jurisdictions. The state certifications may, in most cases, be obtained from the appropriate state's tax department. We must have all applicable documents on file prior to providing you with exemptions.

The sooner you send us the enrollment form and all signed certificates, the sooner you start saving. If you have any questions about the program or the enclosed materials, please call us at **1-866-841-3542**.

Thank you for your business, and we look forward to providing you with the benefits of this comprehensive Tax Exemption and Reporting Program.

Sincerely,

Tax Department

Frequently Asked Questions

Q: How can I determine my fleet's tax-exempt status for fuel, as well as what type of certification I need?

Contact your local Department of Revenue for free help and answers regarding your tax-exempt status for fuel and necessary certification. They can best assist you with questions of this nature.

Q: Will my fleet also be exempted from federal fuels excise taxes?

Yes, federal law effective January 1, 2006 allows a card issuer to invoice qualified fleets net of federal gasoline and federal diesel excise tax for transactions that occur wherever cards are accepted. In order to be exempted from federal fuels excise taxes, you will need to complete just one Certificate of Buyer of Taxable Fuel in the name of the card issuer.

Q: Does my tax-exempt status apply in all states and localities?

The local Department of Revenue, in each state that your fleet will be fueling, will be able to help you determine exemption eligibility for each state and locality respectively.

Q: Will I receive state and local exemptions anywhere I can fuel with the card?

Not necessarily. Merchant brand participation in our tax program is optional, so we will provide you with a list of participating merchant brands. In order to be exempted from state and local taxes, you will need to submit a copy of your state certificate in the name of each participating merchant from whom you will purchase fuel.

Q: Will I need to provide an exemption certificate for every state where my fleet has a claim for exemption?

Yes. We are required to maintain signed certification from each state in which your fleet qualifies for exemption and for each participating merchant brand where you will purchase fuel.

Q: Will my fleet be exempted from taxes on non-fuel products?

The Tax Exemption Program provides applicable tax exemption and reporting for **motor fuel taxes only**; however, merchants may provide us with non-fuel transaction data net of tax on a fleet-by-fleet basis at their discretion. The fleet will need to supply the merchant with proper documentation of their tax-exempt status at the point of sale for this to occur.

Q: When will taxes begin to be exempted?

Once we receive all the properly completed certifications, we will complete the tax exemption setup in approximately 3 business days. We will then begin calculating applicable exemptions. It is your responsibility to notify us of any errors or omissions that you feel may have occurred. If you notice any problems, contact the tax department at 1-866-841-3542.

Q: If my fleet begins fueling before I have provided all necessary tax exemption certification, what will occur?

We will not be able to bill you net of taxes or report tax exemptions until we have received all necessary certification and completed the setup process.

Q: What if my fleet is entitled to a refund for motor fuel taxes that cannot be exempted?

In these instances, the "non-applicable" tax is reported (not exempted) on your fleet report. These reported taxes appear at the transaction level and at a summary level, providing you with supporting documentation, which can help you when filing for a refund of the non-exempted taxes.

Q: What types of tax information reporting will I receive?

At the transaction level, your fleet report will provide Gross Cost, Exempted Amount, Net Cost and Reported Taxes (for non-applicable taxes). Additionally, a Tax Exemption Summary will provide a detailed list of all taxes exempted, sorted by state and by tax type. Finally, a Tax Reported Summary will provide a detailed list of all taxes reported, sorted by state and by tax type.

Q: Will I be notified prior to the expiration of any of my fleet's tax exemption certificates?

Yes. Sixty (60) days prior to the expiration of your tax exemption certificate(s), we will send you a reminder that renewed certificates are required. If we have not received renewed tax exemption certificates by the expiration date, the tax exemption process will cease until we receive the necessary certification.

Q: What do I do if my tax-exempt status changes?

You should immediately notify us by calling the Tax Department at 1-866-841-3542.

CERTIFICATE of BUYER of TAXABLE FUEL FOR USE BY A STATE OR NONPROFIT EDUCATIONAL ORGANIZATION

(To support credit card issuer's claim for a credit, refund, or payment under § 6416(a)(4)(B) or § 6427(l)(6)(D) of the Internal Revenue Code.)

Fleet Card Account Number: _____

Federal Tax Identification Number: _____

Certification:

The undersigned hereby certifies under penalties of perjury that I am the (Title of Officer): _____

Of (Certifying Entity): _____

Entity Physical Address: _____

Entity Phone Number: _____

And that I am authorized to execute this certificate and that all purchases, are, or will be, purchased using a credit card issued by (Credit Card Issuer):

WEX BANK

Credit Card Issuer Address:

3995 South 700 East, Suite 450

Salt Lake City, UT 84107

Buyer will use the taxable fuel to which this certificate relates for the exclusive use of: (check one)

- | | |
|--|--|
| ☐ State or local government | ☐ American Red Cross or Blood Collection Center |
| ☐ Public nonprofit educational organization | ☐ Indian Tribe |
| ☐ Private nonprofit educational organization | ☐ Volunteer Fire/Rescue |
| ☐ Foreign Diplomat (you must provide a copy of your PID Card) | |

and it applies to all exempt purchases of gasoline and diesel fuel, if eligible, using charge cards issued by the Credit Card Issuer named above. Information including the nature and quantity of each purchase of gasoline and diesel fuel (the subject of this Certificate) are evidenced by periodic reports provided by WEX BANK, the above-named Credit Card Issuer.

Certification will be valid for twenty consecutive calendar months commencing upon completion and remittance of this Certificate. WEX Inc. may extend the certificate period upon its discretion for an additional period not to exceed four months.

I understand that by signing this certificate, I, as an authorized representative of the entity named above, give up our right to claim a credit or payment for the taxable fuel purchased with the credit card to which this Certificate relates. I understand that the exemption from tax, in this case of sales of articles under the exemption Certificate, is limited to the sale of articles purchased for our exclusive use. I understand that the fraudulent use of this Certificate for the purpose of securing this exemption will subject us, and all parties making such fraudulent use of this Certificate, to fines or imprisonment, or both, together with the costs of prosecution.

The parties agree that a signed facsimile transmission shall be considered valid for purposes of this certification and that the parties hereby waive any claim that a facsimile transmission does not satisfy the requirements of a signature or writing under applicable law.

Authorized Signature _____

Printed Signature _____

Title _____

Date _____

**FAX or Email Completed form to 1-207-523-7104 or
TaxExemptImageNow@WEXINC.Com**

INTERNAL USE ONLY

ACCOUNT NO: _____

Tax Exemption & Reporting Enrollment Form

Instructions:

1. Complete part A and sign form at the bottom.
2. Attach all required FEDERAL and STATE certificates (see details below).
3. For questions on signing up for tax exemption and reporting, please call 1-866-841-3542 or email Govt_Rec_Tax_Services@wexinc.com.
4. Fax completed forms to 1-207-523-7104, email to TaxExemptImageNow@WEXInc.com or mail to ExxonMobil Fleet Card Tax Department, P.O. Box 639, Portland, ME 04104.
5. Retain the terms on page 2 for your records.

A. ACCOUNT INFORMATION

Fleet Name:	Account Number:
Authorized Fleet Contact:	Phone No.:
Fleet Contact email:	Fax No.:
Federal Taxpayer ID Number:	
IMPORTANT: Eligibility may be limited based on applicable federal, state and local laws. You must complete these forms accurately in order to avoid delays in your program enrollment, so please follow the instructions carefully.	

B. MOTOR FUEL TAX

- Tax regulations require us to maintain current copies of the following applicable certificates, based on your eligibility:
 1. **Federal** — A Certificate of Buyer of Taxable Fuel in the name of WEX BANK (Included with this form.)
 2. **State** — A state certificate. (Obtain these from the appropriate state governing body.)
- Keep in mind that the time it takes to prepare the required documentation will save you time and money in the long run.
- Once we receive all of your properly completed documentation and we have completed the appropriate changes to your account, we will start billing you net of the applicable taxes. The sooner you send this form and all signed certificates, the sooner you start saving.

The parties agree that a signed facsimile transmission shall be considered valid for purposes of this enrollment form and that the parties hereby waive any claim that a facsimile transmission does not satisfy the requirements of a signature or writing under applicable law.

X Authorized Fleet Signature

Date:

USER (INTERNAL USE ONLY):

The information contained in this facsimile message is intended only for the use of the individual or entity named above and may contain confidential information. If the recipient of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately at 1-800-492-0669 and return the original message to the attention of the sender at 97 Darling Avenue, South Portland, ME 04106.

*The ExxonMobil Cared is issued and administered by WEX Inc.

Tax Exemption & Reporting Enrollment Form

C. TERMS AND CONDITIONS

This Tax Exemption and Reporting Enrollment Form modifies your charge card agreement based on your participation in the Tax Exemption and Reporting Program ("Program"). Your signature on this form and your continued use of your account constitutes acceptance of these terms and conditions. All capitalized terms contained herein shall have the same meaning as in your charge card agreement with us unless otherwise expressly provided herein. Except as amended hereby, the charge card agreement governing your account remains in full force and effect.

TAX EXEMPTION AND REPORTING PROGRAM

- a. The Tax Exemption and Reporting Program (the "Program") permits qualified tax-exempt fleets to be billed net of certain "Applicable Taxes" (as defined herein). By completing this enrollment form you are electing to participate in the Program. We will enroll you in the Program upon receipt by us of all of your enrollment materials, including all required certificates, and validation of your tax-exempt status. Upon completion of your enrollment, your invoices will reflect the net amount due with a line item indicating total "Applicable Taxes" (as defined herein). Your reporting will provide a specific breakdown of Applicable Taxes deducted for each taxing authority or jurisdiction. Applicable Taxes are those federal, state, county and/or local taxes levied on the purchase of gasoline or diesel fuel for which you have provided the proper documentation to us showing your exempt status, and for which such documentation has been accepted by us and for which the Program provides exemption¹.
- b. As your credit card issuer we have elected to provide you with net billing of Federal excise taxes on fuel based upon the participation requirements in section (a) above. We will file a claim for refund with the Internal Revenue Service for these taxes. You agree that you may not file a claim for refund of any federal excise tax exempted by us and not billed to you by us.
- c. For state, county, special and local taxes, merchants have the option of electing to participate or not to participate in our Program based on their own preferences and ability to obtain refunds from state/local taxing authorities. Transactions that occur at merchant locations not participating in our Program will be billed to you with the tax included regardless of your exempt status. In these instances your reporting will contain a detailed listing of your transactions and the taxes charged to you. This information may assist you in filing your own claims for refunds if you so desire. You agree that you may not file a claim for refund of any state, county, special or local taxes exempted by a participating merchant and not billed to you by us.
- d. The tax certificates and other pertinent documentation on which your exemption is based must be received by us from you in order for us to provide you with net billing of any Applicable Taxes. These documents are required to be completed prior to any net billing of Applicable Taxes in order for us or a participating merchant to recover such exempted taxes from the applicable taxing jurisdiction. We shall have no responsibility to verify the correctness of the certificate supplied by you and shall be entitled to rely thereon in preparing the reports and tax exemptions until such time as we are notified by you in writing of a change in any such data. We reserve the right to terminate your participation in the Program, provided, however, that such termination shall not terminate the underlying Agreement between you and us.
- e. We shall calculate tax exemptions based on Internal Revenue Service or other applicable taxing authority guidelines for transactions made by you. For state, county and local taxes, only those transactions agreed upon by the participating merchant shall be treated as tax exempt¹. If we are obligated to reimburse a participating merchant for any actual loss incurred or rebill you for any taxes previously exempted (including refunds denied and assessments of previously made refunds and penalties) attributable to the provision of a tax exemption to you, you hereby agree to reimburse us for said losses incurred.
- f. For non-fuel transactions, merchants may provide transaction data to us net of tax at their sole discretion. You would need to supply the merchant with proper documentation of your tax-exempt status at the point of sale. The merchant will send the transaction to us and we will bill you net of tax for those transactions. You will not receive reporting of taxes levied or exempted for non-fuel purchases.
- g. We shall comply with reasonable requests for information retrieval made by you. A fee may be charged by us for such requests, which relate to information which was presented to you more than ninety (90) days ago.
- h. We cannot apply exemptions to transactions that occurred prior to our receipt and acceptance of your completed certificates.
- i. We shall use reasonable efforts to correctly calculate the amount of tax included in each account arising from a tax exempt sale. We shall recalculate taxes only in cases where we miscalculated the original taxable transaction.
- j. We disclaim all warranties in connection with tax-exempt reporting and invoicing and shall not be responsible for the accuracy or completeness of such reports. In no event shall we be liable to any person for loss, liability or damages, including consequential or special damages, arising as a result of any inaccurate or incomplete report. You hereby agree to hold us harmless and defend us from and against all liabilities, damages, costs and expenses, including taxes, penalties, interest and attorneys' fees, which you may suffer or incur in connection with or arising out of the tax-exempt reporting/invoicing service offered hereunder.

¹ Subject to the appropriate taxing jurisdiction's laws, regulations and requirements.

ACCEPTANCE AT MORE THAN 90% OF ALL U.S. FUEL SITES

Use the Enterprise Fleet Management / ExxonMobil Fleet National card all across the U.S. — everywhere WEX is accepted!

The more you use the card at Exxon or Mobil stations, the more you save!

FUEL LOCATIONS INCLUDE:



Card acceptance is subject to independent owner/operator participation and subject to change without notice.

AC & T	Git-n-Go	Pantry
Aviation	Global	Petro King
Bell Gas	Grow Mark	Petro Stop
Bigfoot	Halley's	PRIDE
Break Time	Handy Andy's	Pure
Capital City	Huck's	Qik N EZ
Carousel	ICO	Quality Oil
Certified	Ideal	Quik Mart
City Garage	Inter City	Robinson Oil
Cogos	Johnson & Dixon	Rotten Robbie
Crystal Flash	Jr. Food Stores	Royal Farms
Cumberland Farms	Kenyon	Rutters
D & D Oil	King Soopers	Rymes 24
Dairy Mart	Koch	SC Fuels
Depot	Kramer	Smokers Express
Drivers Traveler	Krause	Sprint
Dynamic Mart	Kroger	Stewarts Shops
Economy	Kwik Pantry	Taylor Foods
Eddins Walcher	Lil Champ	TCI
Enmark	Lucky Stop	Thornton Oil
ETNA	M & H	TOTAL
Express Stop	Macs Stores	Town&Country
Family Express	McClure Oil	Trade Mart
Farmland	MFA Oil	Trade Oil
Farstad	Minit Mart	Tripar Oil
Fast Stop	Mr. Cut Rate	US Oil
Fausser Oil	Multi Serv	USCO
FFP	Murphy Express	Valley Dairy
Flash Foods	NAPA	Weigel Store
Food Chief	Novus	Wesco
Fuel Mart	NU-Way	Williams Travel
Gas America	Oasis	Xtra Fuels
Giant	O'Connor	Youngs
	OK Petroleum	Zip Mart



Exxon & Mobil are registered trademarks of Exxon Mobil Corporation. The Enterprise ExxonMobil Fleet National card is issued by WEX Bank.

XOM 20140305

ENTERPRISE FLEET BUSINESS CHARGE CARD ACCOUNT AGREEMENT

1. Definitions. The below words have the following meanings:

"Account(s)" means the charge card credit line extended to Company by Issuer. An Account may be evidenced by a plastic Card or an account number.

"Account User" means Company or any other entity or individual authorized by Company to use Account or Cards.

"Agreement" means this EnterpriseFleet Business Charge Card Agreement.

"Business Day" means any day other than a Saturday, Sunday or other day on which banking institutions in Utah are generally authorized or required by law or executive order to close.

"Card" means a charge card provided by Issuer which is used to access Company's Account.

"Controls" are a set of authorization tools designed to assist Company with managing purchases.

"Company" means the corporation, partnership, limited liability company, proprietorship or other business entity that has applied for, or accepted an Account with Issuer.

"DIN", "DID" or "PIN" means the identification number associated with an Account User or Card.

"Issuer" means WEX Bank.

"Transaction" means the use of a Card or Account to buy goods or services at accepting merchants.

"Unauthorized Transaction" means a Transaction made on a Card or Account by any person or entity other than an Account User.

2. Credit Limits and Accounts.

2.1. Issuer may, in its sole discretion, extend credit and establish Accounts. Issuer may at any time, investigate the financial condition of Company or, as applicable, its subsidiaries and affiliates. If requested, Company agrees to furnish Issuer copies of its official and finalized financial statements, as well as other applicable financial information, as soon as available, but no later than 120 days following the end of each of its fiscal years. The financial statements shall have been prepared, consistently year over year and shall be in accordance with the books and records of Company. Any financial information submitted shall be kept strictly confidential by Issuer.

2.2. Account Users can make purchases on the Account up to the credit limit that is assigned by Issuer. The credit limit for each billing account appears on the billing statement and can be monitored daily via WEXOnline®. Company agrees not to exceed its total credit limit. Issuer may change the credit limit of an Account User or the Company without prior notice. Issuer will use its best efforts to provide advance notice of any changes to the credit limit. If Issuer permits or has previously permitted Company to exceed its credit limit, it does not mean that Issuer will permit Company to exceed its credit limit again.

2.3. Issuer may suspend an Account or refuse to authorize any Transaction in its sole discretion and specifically in the event that: (i) any balance is past due; and/or (ii) the amount of the Transaction plus the outstanding balance (including Transactions authorized but not yet posted) exceeds the credit limit. Company shall, immediately upon request, pay the amount over the limit and any associated fees or the entire balance due on the Account. Nothing contained in this Agreement prevents Company or an Account User from requesting an increase or decrease of the credit limit.

2.4. Company shall designate its Account Users as well as those contacts authorized to: (i) provide Issuer with the information necessary to establish and maintain Account(s), Cards, and DINs; (ii) provide vehicle, driver and other information; (iii) receive all Account numbers, Cards or reports; (iv) receive other Account information; and (v) select additional products and/or services that may be offered. Company will provide notice of any change or removal of any contact or Account User either in writing, by telephoning Issuer's customer service department or through Issuer's online system. Company remains liable for any unauthorized use until Issuer receives notice of any change in or removal of any Account User or contact. Issuer is authorized to take instruction from any Account User or contact with apparent authority to act on Company's behalf. Unless Company reports any errors in Account information or Cards, Issuer is entitled to rely on that information for servicing the Account.

2.5. Company is responsible for notifying Issuer of any revocation of any Account User's authority to use or access its Accounts, Cards or, as applicable, DINs and Company shall remain liable for any charges made by an Account User until notice of revocation of authority is received by Issuer. Company agrees that use of a Card and the applicable DIN is deemed authorized use of the Account. Company assumes all risk if Company chooses to leave a Card at an accepting location for use by its drivers or Account Users and as such, agrees to pay for all charges made with that Card or on that Account. Company agrees to keep DINs confidential and to provide for its employees or Account Users to not disclose any DIN. If Account Users or other employees disclose a DIN or write a DIN on a Card, then Company is liable for any fraudulent use that may result even if the disclosure is inadvertent or unintentional.

2.6. All Cards will be valid through the expiration date listed on the Card unless the Card has been suspended or terminated. Company will automatically receive new Cards prior to the expiration date of their current Cards unless this Agreement is terminated.

2.7. **Accounts and Cards will only be used for the purchase of products and services for business or commercial purposes and not for personal, family or household purposes.** Company shall adopt internal policies and controls to ensure that the Accounts and Cards are used strictly for business or commercial purposes. Purchases of lottery tickets or other games of chance, gift cards, pre-paid cards or other cash equivalent charges are prohibited. Company agrees that Company's use of Cards or Accounts is deemed acceptance by Company of this Agreement's terms.

2.8. Issuer is not responsible in the event a merchant does not accept or honor a Card or Account number as payment.

2.9. Company may purchase dyed special fuel using its Account or Cards. Company acknowledges that all dyed special fuel purchases will be used exclusively for off-road purposes and according to all applicable laws governing its use. Company understands that it may be subject to fines or other legal action by governmental authorities for misuse or mishandling of dyed special fuel. Issuer is not liable in any way for any misuse or mishandling by Company of any dyed special fuel. Upon request from applicable governmental authorities, Issuer may provide information regarding Company's dyed special fuel purchases without prior authorization from Company.

3. **Controls.** Company may request that Controls be applied to its Account(s).

3.1. The availability and effectiveness of Controls is dependent upon each merchant's adoption of card specifications and the information, including product codes that the merchant transmits to Issuer. The product codes are assigned by each merchant and not by the Issuer. In addition, some Controls are not enforceable at island card readers due to equipment restrictions at the merchant location.

3.2. Issuer may, in its sole discretion and/or without prior notice, modify Controls for the purpose of, among others, the prevention of suspected fraudulent activity. Issuer may apply default controls on its portfolio of accounts. It is Company's obligation to review the account set-up for all cards based on their individual purchasing needs. Any levels set by Issuer are not intended as a guarantee of no fraudulent activity, but are set at levels to help minimize losses should inappropriate use occur, either by an authorized user or a third party. Issuer will notify Company after any modification to a control setting is made. Company agrees it is responsible for reviewing fraud control data provided by Issuer for the purpose of detecting fraud that may occur within Control parameters.

3.3. Default Control values are modified through the online product. More detailed information related to Controls and their limitations is available online. Issuer is not responsible for the prudence of any particular Control level selected by Company. Issuer shall use reasonable efforts to deny requests for Transaction authorizations that fall outside the selected Control parameters. Company remains responsible for payment in full of Transactions which fall outside of the Control parameters selected, if such Transactions are made with a valid Card and are processed by Issuer. The existence and/or use of Controls will not affect Company's liability for Unauthorized Transactions in certain circumstances and is more fully described in the guidance information provided when you make your Control elections. Only transactions submitted for authorization are subject to Controls and those Controls can only be enforced when the merchant provides sufficient information as part of the authorization.

4. Reports and Other Product Features.

4.1. Issuer provides transaction data for each Account to the Company as transmitted by merchants. Company is responsible for reconciling that data. Issuer will report the data received from merchants and as such is not liable for accuracy or completeness of the data received, posted or contained in any specialty reports, management reports, data services or other information services provided. In addition, Company understands that in the event an error is identified in a report, such as incorrect product code, Company is still liable for the Transaction, but may follow the dispute process to obtain clarifying information.

5. Payment Promise.

5.1. Company agrees to pay and/or perform: (i) fees listed on the attached fee schedule; (ii) all amounts payable for Transactions on each Card or Account; (iii) any and all costs (including reasonable attorneys' fees) incurred in enforcing Company's obligations in this Agreement; and (iv) all obligations, covenants, and warranties in this Agreement.

5.2. Unless otherwise set forth in writing, payment is due in full **twenty-two (22) calendar days** from the billing date appearing on the invoice. If the payment due date falls on a non-Business Day, payment is due on the Business Day before the payment due date. Some customers, based upon Issuer's credit review may be required to make payment more frequently or Company may elect a shorter billing or payment cycle. These customers will receive alternate terms in writing.

5.3. Each Guarantor signing the credit application and/or this Agreement, unconditionally, jointly, and severally guarantees the full and prompt payment of all amounts due and owing at any time in connection with this Agreement. Guarantor hereby waives claims and defenses based on principles of surety ship or other applicable law as a guarantor. Each Guarantor agrees to comply with the notification procedures regarding disputes, lost or stolen Cards, and unauthorized use of Cards.

6. **Finance Charges.** Upon payment default, finance charges will be assessed at a monthly percentage rate of **2.99%**. The periodic rate will be prorated based on the company's billing cycle.

Issuer will begin to assess a finance charge on the first day following the date a payment is due and is not posted to the account. The finance charge will be calculated by determining the total balance due on the date the account becomes delinquent. The total balance due includes any additional charges and credits posted to the account since the last billing cycle through the payment due date and then subtracting any payments and/or credits entered during that period for Company reported disputes or otherwise. The total balance due will be multiplied by the periodic rate to determine the account's finance charge. In the event that the calculated finance charge is less than seventy-five dollars (\$75.00), a minimum finance charge of seventy-five dollars (\$75.00) will be assessed. If a payment is not received by the payment due date, and the balance due is less than ten dollars (\$10), a finance charge will not be assessed and the balance will carry forward to the following billing cycle. If additional charges are posted to the account, including other fees, and the new balance exceeds ten dollars (\$10), a finance charge will be assessed on the new balance upon payment default.

7. **Application of Payments and Early Payments.** Payments will be applied first to unpaid late fees and then to any unpaid balances. Company or an Account User, as applicable, may pay their Account balance or a portion of it, at any time prior to its due date without penalty.

8. Disputed Amounts.

8.1. Company shall use its best efforts to resolve business-to-business purchase disputes directly with the relevant merchant particularly such disputes arising out of quality or warranty issues.

8.2. All charges must be paid in full regardless of reported disputes while they are being researched. During dispute a temporary credit may be placed on Company's account. Charges must be disputed in writing no later than sixty (60) days from the billing date or they will be considered final and binding. Company may dispute an amount reflected on a billing statement if: (i) the amount does not reflect the face value of the Transaction; (ii) the amount being disputed is a fee that is not properly accrued under this Agreement; or (iii) Company does not believe it is liable for that amount.

8.3. Transactions made at an island card reader where the Company or Account User did not obtain a receipt at the time of sale are eligible for dispute. However, it is critical to the dispute process for the Customer to provide a receipt for the island card reader transaction since it may provide the only opposing record to the transaction information submitted by the merchant for billing to Company. It is also important to note that island card reader transactions require both a valid card and DID to be authorized and often are the result of employee misuse rather than true fraud as defined in this Agreement.

8.4. Certain Transactions in dispute may qualify for charge back to the merchant due to fraud or other circumstances in which the merchant may be liable. Issuer shall attempt to charge the Transaction back to the merchant in accordance with its procedures under its merchant acceptance agreements. Any accepted charge back will be credited to the relevant Account. The Company may be liable for the Transaction if the disputed item is found to be no fault of the merchant and therefore cannot be charged back to the merchant.

9. **Notice of Loss, Theft or Unauthorized Use.** In the event that Company or an Account User knows of or suspects the loss, theft or possible unauthorized use of a Card or Account or if Company would like to terminate an Account User, Issuer must be immediately notified by calling 1-888-774-4939.

10. Unauthorized Use and Unauthorized Transactions.

10.1. Except as otherwise expressly provided below, Company will be liable to Issuer for all unauthorized use or Unauthorized Transactions that occur if: (i) a Card is lost or stolen and Company does not give immediate notice to Issuer as provided in Section 9 of this Agreement; (ii) such use or suspected use occurs as a result of the Company's lack of reasonable security precautions and controls surrounding the Cards or Accounts as described in Sections 2 and 3 of this Agreement; or (iii) such use results in a benefit, directly or indirectly, to the Company or Account User. Misuse as defined by your internal Company policy by an Account User or other employee does not constitute fraud, unauthorized use, or an Unauthorized Transaction.

10.2. If Company has less than ten (10) Cards issued to it for use by Company's Account Users or employees, Company's liability for Unauthorized Transactions will be limited as provided in the Truth in Lending Act and implementing federal regulations (currently \$50.00).

11. Term and Termination.

11.1. This Agreement is effective unless either party gives written notice of its election not to extend at least **ninety (90) days** prior to the end of the term then in effect. Upon termination Company is still obligated to pay for all Transactions made prior to the effective date of the termination and shall return to Issuer, or provide verification of the destruction of all Account numbers or Cards. Company may retain a copy of any records or Account information for archival or data retention purposes.

11.2. Issuer may, at any time, elect to terminate or modify products or services described in this Agreement or on any enrollment upon thirty (30) days prior written notice to Company.

12. Default.

12.1. A party to this Agreement may terminate this Agreement at any time upon the default of the other party. "Default" means: (i) the failure of the Company to remit payment to Issuer in accordance with the terms of this Agreement; (ii) the breach by either party of this Agreement, provided the breach is not remedied within 15 days of the defaulting party's receipt of written notice from the other party specifying the breach; (iii) the representation or warranty by either party of any facts in connection with this Agreement that prove to have been materially incorrect or misleading when the representation or warranty was made; (iv) the filing by or against either party of any petition in bankruptcy, insolvency, receivership, or reorganization or pursuant to any other debtor relief law or the entry of any order appointing a receiver, custodian, trustee, liquidator, or any other person with similar authority over the assets of either party; (v) the insolvency, dissolution, reorganization, assignment for the benefit of creditors or any other material adverse change in the financial condition of either party; (vi) the entry of any adverse judgment, order or award against either party that has a material adverse impact on the financial condition of either party or a

ENTERPRISE FLEET BUSINESS CHARGE CARD ACCOUNT AGREEMENT

detrimental effect on the ability of either party to perform its obligations; or (vii) the default by Company under any other agreement between Company and Issuer.

12.2. If Company Defaults: (i) it will not have any further right to borrow under this Agreement; (ii) all outstanding amounts under the Account are immediately due and payable; (iii) Issuer may terminate this Agreement; and (iv) Issuer will have the right to bring suit and exercise all rights and remedies available under applicable law which may include the payment of all reasonable costs of collection. Alternatively, Issuer may, in its sole discretion: (i) suspend all services and obligations; (ii) shorten the billing cycle; or (iii) change the payment terms. The suspension of services and/or obligations will not be deemed a waiver of any right to terminate this Agreement, whether as a result of the Default to which such suspension of services or obligations relates or otherwise.

13. Force Majeure.

13.1. In no event shall either party be liable to the other party for any failure or delay in performance wholly or in part due to causes or circumstances beyond its reasonable control and without its fault or negligence including, but not limited to the following: Acts of God; acts of the public enemy; civil disturbance; war; acts of the United States of America or any state, territory or political division of the United States of America; fires; floods; natural disasters; pandemic or epidemic events, regional, statewide, or nationwide strikes; or any other general labor dispute not specific to that party; communication line failures; and/or freight embargoes (collectively "force majeure"). A party's failure to perform its obligations under this Agreement due to force majeure events will not be considered breach or Default if the party has made its best efforts to: (i) comply with its obligations; (ii) avoid an interruption of its performance; and (iii) resume its performance.

13.2. The party claiming a failure or delay in performance under this Agreement due to force majeure must promptly notify the other party in writing. In the event that any such force majeure failure or delay continues for a period of more than ten (10) business days, the other party may, upon written notice to the other party, have the option of terminating this Agreement without incurring additional liability.

14. Assignment and Amendment.

14.1. Company may not assign this Agreement or any interest, payment or rights under this Agreement for any reason, without Issuer's prior written consent. Issuer may, in its sole discretion, assign this Agreement and its obligations, transfer any right, or delegate any duty of performance under this credit Agreement without further notice. The person or entity(ies) to whom Issuer makes any assignment is entitled to all of Issuer's rights under this Agreement, to the extent that those rights were assigned.

14.2. You agree that we may change our rates, charges, and other terms of this Agreement (including our Fee Schedule), as well as introduce new terms and fees (such as delinquency charges, insufficient funds charges and supplemental processing fees) when permitted under applicable law, provided you are given advance written notice by us. Any such amendments will apply to the then existing balance of your account to the extent permitted or required by applicable law.

15. Covenants.

15.1. The parties represent and warrant that this Agreement constitutes the legal, valid, binding, and enforceable agreement of each party, and its execution and performance of this Agreement: (i) does not constitute a breach of any agreement of either party with any other party, or of any duty arising in law or equity; (ii) does not violate any law, rule or regulation applicable to it; (iii) is within the party's corporate powers; and (iv) has been authorized by all necessary corporate action of the parties. Company agrees to provide any evidence of corporate (or other organizational) existence and authorization that Issuer may reasonably request.

15.2. For Issuer's continued compliance with banking regulations and credit underwriting standards Company will provide Issuer with advance written notice of: (i) any change in Company's legal structure or legal name; (ii) any consolidation, merger or sale of a substantial part of Company's assets; or (iii) any change of control of Company. Issuer reserves the right to make any necessary modifications to the Account terms based upon changes made by Company as referenced above.

15.3. As part of Issuer's commitment to customer service, its managers periodically will monitor telephone communications between its employees and its customers to ensure that high quality service standards are maintained. Company consents to that monitoring and recording of telephone communications and agrees to notify employees who may be in telephone contact with Issuer's representatives that periodic monitoring of conversations will occur.

16. **Severability and Waivers.** If any portion of this Agreement is held to be invalid, the remaining portions shall remain in full force and effect and shall continue to be binding upon the parties. Failure of either party to exercise any of its rights under this Agreement in a particular instance will not be construed as a waiver of those rights or any other rights for any other purpose. The parties agree voluntarily, intentionally and irrevocably to waive all right to trial by jury in any proceeding instituted in any court, arising out of this Agreement. Company's application for credit, or any related documents. Company waives personal service of process in connection with any action or proceeding commenced by Issuer in connection with this Agreement, and agrees that service may be made by certified mail to the last known address in Issuer's records.

17. Disclaimers and Limitations.

17.1. Issuer is not liable for any loss sustained by any party resulting from any act, omission or failure to act by Issuer, whether with respect to the exercise or enforcement of its rights or remedies under this Agreement, or otherwise, unless the loss is caused by Issuer's gross negligence or willful misconduct. Issuer's liability under this Agreement shall be limited to actual damages incurred by Company as a direct result of Issuer's gross negligence or willful misconduct. Furthermore, Issuer's liability for actual damages shall not exceed the sum of: (i) all fees paid by Company to Issuer under this Agreement prior to the date when any claim is made against Issuer; plus (ii) all other revenue earned by Issuer for all Transactions made in the 12 months prior to the date of any claim made against Issuer. In no event will either party be liable for incidental, special, consequential or punitive damages and, any right or claim to either is expressly and unconditionally waived.

17.2. Except as otherwise required under law, Issuer makes no warranty with respect to goods, products or services purchased on credit through Issuer. Issuer further disclaims all warranties with respect to goods, products and services purchased with a card, including, without limitation, the implied warranty of merchantability.

17.3. Company acknowledges and agrees that Issuer is not liable to Company for any loss, liability or damages company suffers which result from, are related to, or in any way are connected with any fraud control or purchase restriction measures Issuer elects to implement from time to time, unless such loss, liability or damage is a direct result of Issuer's gross negligence or willful misconduct in implementing fraud control or purchase restriction measures Issuer has expressly agreed in writing to undertake for Company.

18. Applicable and Conflicting Law.

18.1. This Agreement is governed by and construed in accordance with federal law and the laws of the State of Utah (without reference to choice of law rules). Each party waives any objection to venue and any objection based on forum non conveniens in any such court.

18.2. **Changes in Law:** In the event that there is a change in applicable law deemed by Issuer to be material to the administration of the program, Issuer may seek to renegotiate the terms, including, but not limited to, the financial terms of this Agreement. The Company shall have no obligation to renegotiate such terms; provided, that if the parties cannot agree on an adjustment of such terms, then Issuer may, at its option: (i) allow this Agreement to remain in effect without any such adjustment; or (ii) terminate this Agreement upon written notice to the Company.

18.3. If either party is notified by a state or federal regulatory body that any aspect of the services provided by Issuer or this Agreement does not comply with any applicable law, regulation, rule, policy, or order, then the affected party shall give the other party prompt written notice of the non-compliance. Following notice, the affected obligations will be suspended and the failure to perform those obligations will not be deemed a breach of or Default under this Agreement so long as the affected party is unable to perform due to the notice given by the state or federal regulatory body.

19. **Notices.** Except as otherwise provided in this Agreement, all notices will be in writing and deemed effective when personally delivered or mailed, first class postage prepaid to the appropriate party at the address set forth in the application for credit or at such other address as the parties may indicate from time to time. In addition to the notice methods provided above, the parties agree that a communication: (i) by facsimile to a number identified by the recipient as appropriate for communication under this Agreement; or (ii) by e-mail to or from an address normally used by an Account User for business communications shall be considered to be a "writing" and to be "signed" by the party transmitting it for all purposes. The parties agree to waive any claim that a transmission does not satisfy any writing or signature requirements under applicable law. The parties agree that a photocopy or printed copy of a facsimile or e-mail constitutes the "best evidence" and an "original" of such a writing.

20. **Confidentiality.** All information furnished by either party or by any affiliate of Issuer in connection with this Agreement will be kept confidential (and will be used by the other party only in connection with this Agreement), except to the extent that the information: (i) is already lawfully known when received; (ii) becomes lawfully obtainable from other sources; (iii) is required to be disclosed in any document filed with the Securities and Exchange Commission, the Federal Deposit Insurance Corporation, or any other agency of any government; or (iv) is required by law to be disclosed, provided that notice of the disclosure has been given (when legally permissible) by the party proposing to make such disclosure, which notice, when practicable, shall be given sufficiently in advance of the proposed disclosure to permit the other party to take legal action to prevent the disclosure. Nothing in this section or this Agreement prohibits Issuer from providing any information to its affiliates or third-party servicers in connection with the operation and maintenance of Issuer's Card program, and Company expressly agrees to these disclosures and use of information, provided that such affiliates and third party servicers agree to maintain the information confidentially and not disclose it to any other parties without Issuer's authorization. In addition, Company agrees and understands that transaction information may be provided to merchants who have accepted the Card as payment for goods and services purchased by Company.

21. **Relationship of the Parties.** Nothing contained in this Agreement shall be construed as constituting or creating a partnership, joint venture, agency, or other association or relationship between Issuer and Company. To the extent that either party undertakes or performs any duty for itself or for the other party as required by this Agreement, the party shall be construed to be acting as an independent contractor and not as a partner, joint venturer, or agent for the other party.

22. Compliance with Applicable Laws.

22.1 **Customer Identification Compliance.** Issuer complies with federal law which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. Issuer may ask for name, address, date of birth, and other applicable information to identify the Company and/or Account Users.

22.2 **Data Privacy and Business Continuity.** Issuer is subject to certain laws governing the protection of Company's information and the information of their employees and Account Users using the Program. As such, Issuer shall provide its credit services to Company in accordance with applicable laws and standards to protect and keep confidential such information. In doing so, Issuer shall maintain an information security plan and business continuity plan to help ensure that its systems are maintained in accordance with banking standards and regulations applicable to the information being held by Issuer.

23. International Use of Cards/Currency Conversion.

23.1. Cards are issued for use by Company's United States based operations, but may be used in Canada. Company may not distribute Cards to employees based in countries other than the United States. If Cards are used in any other country other than the United States, Company will: (i) be billed in US Dollars; (ii) receive reporting in English; and (iii) accept the currency conversion fee as reflected in Issuer's Fee Schedule.

23.2. Issuer will convert any purchase made in a foreign currency into a U.S. Dollar amount before the Transaction is posted to the Account. The exchange rate between the Transaction currency (the foreign currency) and the billing currency (U.S. Dollars) used for processing international Transactions is a rate selected by Issuer using rates available in wholesale currency markets for the date that the Transaction is posted by Issuer, which rate may vary from the rate Issuer itself receives, or the government mandated rate in effect at that time.

24. Discounts/Rebates.

You may be offered discounts and/or rebates by participating in this card program from time to time. Such discounts and/or rebates may be suspended, modified or discontinued at any time without prior notice and may not be applicable to all fuel types. In addition, certain conditions in order to earn or receive the rebate or discount such as but not limited to maintaining your account in good standing will apply and be provided to you when such offers are made.

Fee Schedule

Your use of your Account indicates your acceptance of this Business Charge Account Agreement and this schedule of fees and charges.

Set-up Fee	\$40.00
Monthly Card Charge	\$2.00 per card
Replacement Card	\$2.00 per card
International Currency Conversion Fee	2% of the total transaction value
Reproduced Reports	\$25.00 per request
General Research Fee	\$15.00 per hour
Expedited Shipping Fees	Cost varies
Returned Payment Fee	\$50.00 per occurrence
Reactivation Fee	\$50.00 per occurrence (max monthly fee of \$50.00)*
Truck Stop Fee	\$1.25 per card swipe at a diesel pump
Paper Delivery Fee	\$10.00 per month for paper invoicing and reporting

*Effective July 1, 2017

Pricing for additional products and services is available upon request or reflected on the enrollment forms or in the terms of use that you must agree to in prior to receiving them.

If you have any questions about any of the above, please call 1-888-774-4939.

ACCEPTED
AT
OVER

90%

of all U.S. retail fuelling locations,
including all major fuel brands
plus many regional brands.

For a full list of participating locations go to wexinc.com.

To find Exxon or Mobil locations
visit exxonmobilstations.com and
download our free fuel finder app.

Exxon and Mobil are registered trademarks of
Exxon Mobil Corporation.

The ExxonMobil Fleet National Card is issued by WEX Bank.

XOM-UC

DRIVER GUIDE



Customer Service

24 hours a day, 7 days a week:
1-800-950-6157

Lost or Stolen Cards

If your ExxonMobil Fleet
National card is ever lost or
stolen, immediately inform
your manager or fleet contact.

XOM 20140110



The ExxonMobil Fleet National card

Easy to use • Built-in controls • Money-saving rebates

1

Driver inserts card into pump

or

Attendant swipes card in the station

2

Driver inputs odometer

3

Driver inputs ID number

Important Guidelines

- Do not give your ID number to anyone except a Customer Service Representative.
- Keep your ID number separate from the card in case the card is lost or stolen.
- Do not include tenths of miles in your odometer reading. Accurate odometer readings are critical for vehicle tracking and reporting.

Remember to fill up at Exxon and Mobil stations to earn valuable fuel rebates for your company.



FLEET MANAGEMENT



- Valuable fuel rebates
- Best-in-class online controls, tracking and reporting
- Enhanced security through purchase alerts and driver ID requirements
- Convenient online account management

SIGN HERE



Sales Rep Name
Title
Email Address
Call

Opportunity #
4 Digit Group Code
Enterprise Employee Initials

FOR OFFICE ONLY:

Sales Code	Plastic	Coupon Code	Acct. #
	ENPX		0496

WEX ENTERPRISE FLEET MANAGEMENT/ EXXONMOBIL FLEET NATIONAL CARD APPLICATION

Fees: \$40 one-time setup fee, \$2 per card, per month

Tell us about your business

Legal Name of Business

Business Physical Address

City

State

Zip

Tax Payer Identification #

Company Phone #

Company Fax #

Legal Structure(Corp, Partnership, LLC, Proprietorship, Gov, PC or PA)

of vehicles

\$

Years in Business

Average Monthly Fuel Exp.

Billing Contact Information

Billing Contact First Name

Billing Contact Last Name

Billing Contact Phone #

Billing Contact Email Address

Billing Address

City

State

Zip

Authorization

By signing below, I represent and warrant that I am authorized to bind the Company to the terms & conditions of this offer and the Business Card Agreement, which is available upon request. I further acknowledge that I have read and agree to the Summary of Key Terms enclosed.

X

Authorized Officer Signature

Date

Print Name

Email Address

Title of Applicant:



President



Vice President



Treasurer



Owner



Partner

Tell us about yourself

Required if this account is for a business incorporated less than one year, a proprietorship, a professional corporation, or a limited liability company.

First Name

Last Name

Residential Address

City

State

Zip

Social Security #

Date of Birth

Home Phone #

Email Address

I understand and acknowledge that by signing below, both the Company and I will be jointly and severally liable for all amounts owing on this account.

X

Signature

Print Name

Date

Card Issuer is WEX Bank, member FDIC.

SUMMARY OF KEY TERMS

Credit Disclosure: By submitting this application, Company requests a business charge account and if approved for credit, one or more business charge cards for use by Company and its employees. The Card Issuer is WEX BANK. Company agrees to the terms and conditions set forth in the Business Charge Account Agreement provided with this application and/or provided with the card(s). Use of any card issued pursuant to this application confirms Company agreement to said terms and conditions. In the event that this application is denied based upon information contained in a consumer credit report used to evaluate credit, Issuer is authorized to report the reason for the denial to the Company. Direct inquiries of businesses where the undersigned maintains accounts may also be made. If requested, Company agrees to provide company financial statements, including at minimum, a Balance Sheet and Income Statement for the last two years upon request.

Joint and Several Liability: If required, and if Bank issues card(s) to Company, both the Company and I am jointly and severally liable with the Company for all charges to the account established pursuant to this application. This is a guaranty of payment and not merely of collection. You agree to pay upon demand any amount owed by Company due under the Business Charge Account Agreement.

I understand that I am applying for commercial credit on behalf of the business. I authorize Issuer to obtain credit bureau reports, both personal (if required) and in the name of the Company, that may be used when considering this application for credit and any other information about me in connection with: 1) extensions of credit on this account; 2) the administration, review or collection of this account. I agree that I may be contacted at any of the numbers that I have provided. In the event that the account is not paid as agreed, Issuer may report my liability (both personally and for the Company) to credit bureaus or others that may lawfully receive such information.

Federal Compliance: Issuer complies with Federal Law which requires all financial institutions to obtain, verify and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.

Certification of Beneficial Ownership

I. GENERAL INSTRUCTIONS

What is this form?

Federal regulations now require **all banks** to verify the ownership of certain business types when they open a new account.

You will be asked to identify any beneficial owners of this business, plus one person with significant managing control. The required information includes Name, Address, Date of Birth, and Social Security Number (or Passport Number, in the case of foreign persons). The Bank may also ask to see a copy of a driver's license or other identifying document for each person listed on this form.

To learn more about this requirement: Visit wexinc.com/beneficial-ownership

To submit this information: Fax the completed form to 800-374-4568, or mail it to WEX Inc., P.O. Box 639, Portland, ME 04104-9814.

II. ACCOUNT OPEN INFORMATION

The person opening an account on behalf of this business must provide the following information:

Name of Person Opening Account

Title

Business Name

Physical Address of Business (No P.O. Boxes)

Legal Structure

If your legal structure is exempt (see list on right), check "Exempt" below and skip Sections III, IV and V.

Exempt

Which businesses have to provide this information?

Required

The following legal entities must provide the requested information:

- Corporations
- Limited Liability Companies
- Partnerships
- Any other similar business entities formed in the United States or a foreign country.

Exempt

The following legal entities are exempt from this requirement:

- Non-Statutory Trust
- Bank/Bank Holding Co/Credit Union
- Federal/State/Local Government Agency or Authority
- Public Company and Majority Owned Affiliate
- Investment Company/Adviser
- Public Accounting Firm
- Insurance Company
- Non-Profits (Must identify a person with control. See Section IV)

NOTE: The following do not meet the definition of legal entity, and are not required to submit this form:

- Natural Person
- Sole Proprietorship
- Unincorporated Association

III. BENEFICIAL OWNERS

Identify **up to four** beneficial owners of this business, or individuals (if any) who own 25 percent or more of the equity interests. **If no individuals meet this definition, check "Beneficial Owner Not Applicable" below and skip this section.**

Beneficial Owner Not Applicable

All fields are required for each beneficial owner, except as noted below:

- **For persons with a Social Security Number (SSN):** Provide the SSN and leave Passport/Other Government ID # and Issuing Country blank.
- **For foreign persons without a SSN:** Leave SSN blank and provide a Passport Number (or Other Government ID #) and the Issuing Country.

The info provided on this form is for validation or consumer verification only. It will not affect personal credit or imply liability.

Beneficial Owner 1

First Name	Residential Address (no P.O. Boxes)
Last Name	Address Line 2 (optional)
Date of Birth (mm/dd/yyyy)	City
Social Security #	State/Province
Passport/Other Government ID #	Country of Residence
Issuing Country	Postal Code

Beneficial Owner 2

First Name	Residential Address (no P.O. Boxes)
Last Name	Address Line 2 (optional)
Date of Birth (mm/dd/yyyy)	City
Social Security #	State/Province
Passport/Other Government ID #	Country of Residence
Issuing Country	Postal Code

Beneficial Owner 3

First Name	Residential Address (no P.O. Boxes)
Last Name	Address Line 2 (optional)
Date of Birth (mm/dd/yyyy)	City
Social Security #	State/Province
Passport/Other Government ID #	Country of Residence
Issuing Country	Postal Code

Beneficial Owner 4

First Name

Residential Address (no P.O. Boxes)

Last Name

Address Line 2 (optional)

Date of Birth (mm/dd/yyyy)

City

Social Security #

State/Province

Passport/Other Government ID #

Country of Residence

Issuing Country

Postal Code

IV. PERSON WITH CONTROL

Identify one individual with significant responsibility for managing this business — for example, an executive officer, senior manager, or any other person who regularly performs similar functions. If appropriate, an individual listed as beneficial owner above must also be listed in this section. **If no beneficial owners are listed above, this information is still required.**

First Name

Residential Address (no P.O. Boxes)

Last Name

Address Line 2 (optional)

Title

City

Date of Birth (mm/dd/yyyy)

State/Province

Social Security #

Country of Residence

Passport/Other Government ID #

Postal Code

Issuing Country

V. CERTIFIED/AGREED TO

I, _____, hereby certify, to the best of my knowledge,
Print Name
that the information provided above is complete and correct.

Signature

Date



Thank you for your interest in our fleet card program. To apply for our direct debit payment method, simply fill out the enclosed **Authorization Agreement** and fax or email it back to us along with a copy of a voided check so we can begin to process your application for a fleet card account. Read on to find answers to frequently asked questions.

To apply, simply fill out the enclosed **Authorization Agreement** and fax or email it back to us along with a copy of a voided check so we can begin setting up your account. Read on to find answers to frequently asked questions.

How do I pay for my purchases? All products and services purchased on your card(s) will be paid for through direct debit. Through an Authorization Agreement, you allow WEX Bank as card issuer of your fleet card program to initiate debit or credit entries against your demand deposit bank account. Your bank account will be charged for the purchases we have received for the period.

Can you notify me in advance of the amount to be debited from my account? Yes. You can elect to receive a *Prior Notification* from us on the morning of the scheduled debit, informing you in advance of the amount to be initiated for debit from your demand deposit bank account. The electronic debit transfer will take place later that day, with the exact time of the debit determined by your bank.

There is a fee for the notification service and it will be included in the "Purchase Amount" entry on the notice. Even if there are no fueling transactions posted for the debit period, you will receive a transmission from us indicating that no debit transaction will be initiated. That way you'll know for sure.

What if there is an error on my invoice? If you think your invoice is wrong, or if you need more information on a particular sale, call Customer Service as soon as possible. We must hear from you no later than 60 days from the invoice date on which the error or problem first appeared.

How do I confirm that my payment was made? The best way to confirm that your payment was made is to compare your monthly bank statement to your monthly fleet report. Many of our customers choose to separate their business cash account from their fueling purchases deposit account. They can easily compare the monthly report and monthly bank statements, eliminating the confusion associated with daily cash account transactions.

Are there any other fees or charges? If there are insufficient funds at the time of the debit, you are subject to overdraft charges and are required to pay the remaining balance in full with a bank check. If your account has insufficient funds a second time, your fleet services contract will be terminated. You may also be required to pay a late fee on any late or unpaid balances.

What if I change banks? If you change banks, simply notify us in writing 15 days prior to your fueling debit date and enclose a voided check from your new bank.

Can I cancel anytime? If you decide to cancel your participation in the program for any reason, you must submit a written cancellation notice at least 15 days prior to the date you wish to terminate your account.

As soon as we receive the completed Authorization Agreement and voided check, we will begin processing your account application. We look forward to serving you.

Sincerely,

Credit Services

Additional Terms and Conditions

1. **Termination:** This Agreement shall remain in effect until terminated upon fifteen (15) days notice by either Customer or Issuer. Notice of termination shall in no way affect debit or credit entries made prior to actual receipt of notice, and shall not affect Customer's obligation to pay any amounts owed to Issuer.
2. **Effect on Other Agreements:** This agreement amends the terms and conditions of the Business Charge Account Agreement between Customer and Issuer. In the event of a conflict between this and the underlying Business Charge Account Agreement, the terms set forth herein shall apply.
3. **Indemnification:** Customer agrees to indemnify and hold Issuer harmless from any claim or claims including without limitation any claims based on losses due to (i) labor problems, breakdowns or other non-functioning of any equipment necessary for consummating the transfers contemplated by this Agreement or other causes or circumstances beyond the control of Issuer, (ii) the acts or omissions of third parties, including without limitation Customer's bank, Issuer's bank, and Automated Clearing House Association, Federal Reserve Bank, Participating bank or courier services; and (iii) non-credit of any deposit.
4. **Funds on Deposit:** Customer agrees to maintain sufficient funds on deposit in Customer's demand deposit account at Customer's bank to pay in full the total amounts debited to Customer's account pursuant to this Agreement. If the Customer's account contains insufficient funds to pay the amount of any debit in full, Customer shall be subject to the terms of the Business Charge Account Agreement, as amended, between Customer and Issuer with respect to payment by a NSF instrument.

WEX Bank
DIRECT DEBIT AUTHORIZATION AGREEMENT

CUSTOMER INFORMATION

Company Name _____
Company Address _____ City _____ State _____ Zip _____
Contact Name _____ Title _____
Phone _____

BANKING INFORMATION

Bank Account Name _____ Bank Account # _____
Bank Name _____ Routing (ABA) # _____
Address _____ Contact _____
City _____ Phone _____ State _____ Zip _____

Subject to and agreeing to be bound by the terms and conditions set forth on both sides of this Agreement, Customer hereby agrees to make payment of such amounts as Customer may owe from time to time to WEX Bank, as card issuer of your fleet card program, P.O. Box 57748, Salt Lake City, Utah 84157 ("Issuer") pursuant to that certain Business Charge Account Agreement, as amended from time to time, between Customer and Issuer. Customer hereby authorizes Issuer to initiate debit or credit entries to Customer's demand deposit account at Customer's Bank, and further authorizes Customer's Bank to accept such entries initiated by Issuer and to debit or credit such entries to Customer's account without responsibility for the correctness of the entries. Issuer shall make such debit or credit for normal processing as follows (select one of the following payment options along with the appropriate prior notification option if desired, notification fee subject to change with 30 days notice). By signing this Authorization Agreement, you understand that you have agreed to pay your invoices in accordance with the option that you have selected from the schedule below.

PAYMENT OPTIONS: (select one)

- ☐ DAILY PAYMENT
☐ TRI-MONTHLY PAYMENT (10th, 20th and last day of the month)
☐ MONTHLY PAYMENT (5 days after close of billing cycle)

PRIOR NOTIFICATION OPTION: (select one if desired)

- ☐ 10.00 per month
☐ 3.00 per month
☐ 1.00 per month

SELECT NOTIFICATION METHOD: ☐ Email _____ (preferred, more timely method)
☐ Fax _____

PLEASE NOTE: (1) CUSTOMER'S BANK MUST BE A MEMBER OF THE AUTOMATED CLEARINGHOUSE; and (2) CUSTOMER MUST ATTACH A VOIDED CHECK TO THIS AUTHORIZATION AGREEMENT.

Any person signing this agreement on behalf of the Customer hereby acknowledges that said person is duly authorized to do so and to bind the business to this Agreement.

Customer's Signature: _____ Print Name: _____
Title: _____ Date: _____

NOTICE: ADDITIONAL TERMS AND CONDITIONS ON PAGE 1.

**Complete and attach a voided check then fax to 207-253-1465
or email to FundedCreditMaintenance@wexinc.com.**

FOR INTERNAL USE : Oppty # _____	Verified by: _____	Date: _____
----------------------------------	--------------------	-------------



WELCOME TO YOUR ONLINE FLEET MANAGEMENT PROGRAM

Our unique tool offers you a new level of control over driver activities- vehicle use and efficiency- and fuel transactions and purchases.

This training video will show you how to take advantage of these important features so you can save money and time.

There are 8 sections for this training information:

1. How to enroll- www.wexefm.com



- Understand how to easily register online to view and manage your card and purchasing activities

2. Intro to online manager and exception reports



- Overview of tools for site administration, viewing invoices, expense details and exception reporting

3. Control spending with authorization profiles



- How to block unwanted purchases
- Creating and assigning card profiles

4. Working with drivers



- Assign drivers to the card profiles
- Add, edit, delete or reactivate drivers or driver information

5. Working with cards



- Add, terminate or reactivate cards
- Assign new profiles

6. Go paperless



- Establish paperless reports or invoices
- Receive statement alerts
- Pay online

7. Manage online users and special resources



- Administration for online users
- Accepting locations and fuel pricing tool

8. Reporting



- Standard monthly reports, how to read and track information
- How to create the real time purchase authorization view

The ExxonMobil™ Fleet Card Program

Put more profit in your pocket

Let the ExxonMobil Fleet Card program help you:

Understand Your Fuel Spend



- Get real time alerts on employee spending
- Receive detailed fuel reporting
- Access online and mobile account management tools

Increase Security & Control



- Limit employee spending with card restrictions: set limits based on dollar amount, time of day or day of the week
- Prompts at the pump prompts increase visibility
- Automatically shut off pump purchases

Save Time & Money



- Earn valuable rebates at all Exxon and Mobil locations
- Eliminate the need for paper receipts
- Easily view account reports online anytime
- Lower your cost per gallon using Synergy Fuels
- Nation wide acceptance at 95% of fueling stations with the Fleet National program

Quality Fuels



- Synergy™ gasoline and diesel fuels are meticulously engineered to:
- Help improve your vehicle's fuel economy by reducing engine deposits
- Help protect your engine and promote better responsiveness



**Choose the
card that's
best for your
business**

Business Fleet Card

Great for businesses with Exxon or Mobil stations nearby looking to maximize the rebates offered at Exxon Mobil.

Fleet National Card

Perfect for those businesses who have to travel a little further and may need more fuel options.

Contact your sales rep today

Exxon™ Mobil™

Thomas E. Lee Midwest RSM Cell # 616-675-0296

thomas.lee@wexinc.com

†Fuel economy improvement is based on Synergy-branded gasoline compared to gasoline meeting minimum U.S. government standards. Actual benefits will vary based on factors such as vehicle type, driving style and gasoline previously used.

The ExxonMobil™ Fleet Card Program

Choose the right card
for your business



Business Fleet Program



Fleet National Program

Earn up to 6 cent per gallon in volume based rebates*	■	■
No Monthly or annual or set up fees	■	■
Accepted at more than 11,500 Exxon or Mobil locations	■	■
Accepted at over 95% of U.S. fueling locations	■	■
24/7 Customer Service available	■	■
Transactional Data Capture	■	■
Ability to monitor spending in real time	■	■
Detailed purchase reporting	■	■
Pump prompting for Driver ID & Odometer	■	■
Set custom controls by driver or card	■	■
Spending limits by time of day or day of Week, dollar amount or quantity	■	■
Product type limits (fuel only)	■	■
Online and mobile account management tools	■	■
Payment Flexibility; roll over your balance as needed	■	■
Paperless billing	■	■
Custom report creation	■	■

*Rebates earned will be credited directly to your account(s). Based on monthly volume. Refer to the standard rebate table. Rebates issued if payment is made in accordance with the terms of the ExxonMobil Fleet Charge Account Agreement. Rebates may not be allowed where prohibited by law and apply only to fuel purchases made with the ExxonMobil Business Fleet Card at participating Exxon and Mobil branded locations in the U.S. Rebates can be changed at any time at ExxonMobil's discretion.

Contact your sales rep today

Exxon Mobil™

Thomas E. Lee Midwest RSM Cell # 616-675-0296

thomas.lee@wexinc.com

The ExxonMobil™ Fleet Card Program

Convenient fuel and fleet support



International Acceptance



ExxonMobil Business Fleet Card

Accepted at more than 11,500 Exxon or Mobil stations nationwide, and across the border at any Esso or Mobil location.



ExxonMobil Fleet National Card

Accepted at 95% of U.S. fuel locations, plus any Esso or Mobil station in Canada.



Real-Time Alerts

Set and enforce purchase and exception limits.



24/7 Customer Service

Our U.S.-based support team is available 24/7/365, so your team is never stranded.



Account Access

Manage your account and view card activity online with ExxonMobil Online.



Paperless Receipts

Save time and money with automatic accounting.

Contact your sales rep today

Exxon™ Mobil™

Thomas E. Lee Midwest RSM Cell # 616-675-0296

thomas.lee@wexinc.com

ExxonMobil Online Account Manager

Manage your entire fleet online

ExxonMobil Online is an innovative web-based tool that gives you 24/7 access to every aspect of your fleet card program.

Profile Manager

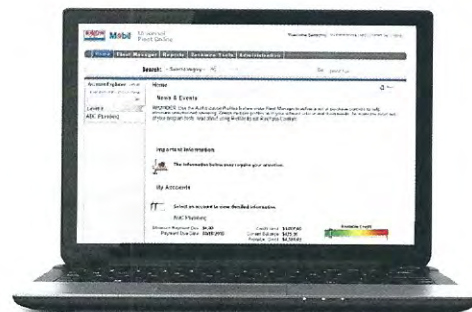
Manage your fleet spend in one place!

- Easy to use billing and reporting functions
- Set profiles, limits and restrictions
- Add custom fields and assign codes
- Run queries on transactions, vehicles and drivers

Expense Management

Set your limits and let us enforce them!

- Manage your fuel program through one portal
- Establish purchase controls by individual employee, group or vehicle
- Control how cards can be used based on time period, frequency or dollar amount



**Immediately
freeze or activate
cards anytime.**

Standard and custom reporting

Specialized fleet management report sets give you the power to make informed decisions.

Fleet Products Report

Information on all fueling and maintenance purchases compiled into one report.

Summary Reports

Manage vehicle-related expenses and plan your fleet budget with financial summary, site summary and exception summary reporting.

Premium Custom Reports

Generate reports based on your own criteria, with easy exports for sharing and analysis.

Tax Exemption Reports

For qualified fleets: tax reporting at both transition and summary levels that include all exemptions that can be applied to your program.

Exxon Mobil
www.exxonmobilonline.com

STATEMENT PERIOD: APR 26 2015 TO MAY 29 2015
PAYMENT ACCOUNT NO: 123-456-7890
ACCOUNT ID: 123-456-7890
DELIVER TO: 123-456-7890
ADDRESS: 123-456-7890

Fleet Products Report

ACCOUNT NUMBER	DATE	TIME	SITE ADDRESS	VEHICLE	PRODUCT	QUANTITY	PRICE	TOTAL	TAXES	NET TOTAL	STATUS
123-456-7890	APR 26	14:15	123-456-7890	VEHICLE 1	FUEL	10.5	2.50	26.25	1.50	27.75	OK
123-456-7890	APR 27	15:30	123-456-7890	VEHICLE 2	FUEL	8.2	2.40	19.68	1.20	20.88	OK
123-456-7890	APR 28	16:45	123-456-7890	VEHICLE 3	FUEL	12.1	2.60	31.46	1.80	33.26	OK
123-456-7890	APR 29	17:00	123-456-7890	VEHICLE 4	FUEL	9.8	2.30	22.54	1.30	23.84	OK
123-456-7890	APR 30	18:15	123-456-7890	VEHICLE 5	FUEL	11.3	2.70	30.51	1.70	32.21	OK
123-456-7890	MAY 01	19:30	123-456-7890	VEHICLE 6	FUEL	10.0	2.50	25.00	1.50	26.50	OK
123-456-7890	MAY 02	20:45	123-456-7890	VEHICLE 7	FUEL	8.5	2.40	20.40	1.20	21.60	OK
123-456-7890	MAY 03	21:00	123-456-7890	VEHICLE 8	FUEL	12.0	2.60	31.20	1.80	33.00	OK
123-456-7890	MAY 04	22:15	123-456-7890	VEHICLE 9	FUEL	9.0	2.30	20.70	1.30	22.00	OK
123-456-7890	MAY 05	23:30	123-456-7890	VEHICLE 10	FUEL	11.0	2.70	29.70	1.70	31.40	OK

Contact your sales rep today

Exxon Mobil

Thomas E. Lee Midwest RSM Cell # 616-675-0296

thomas.lee@wexinc.com

Fleet SmartHub

Stay in-the-know while on-the-go

Finally, a free mobile app designed specifically for fleet managers. Improve productivity and streamline operations with desk-free management and anytime access to your accounts.

With **Fleet SmartHub** you can:

- View and make payments and avoid late fees
- Monitor your credit
- Activate, reissue and terminate cards in seconds
- Real-time visibility into payment activities
- Receive real time alerts for activity on your account



“When I’m on the road, I have to be able to check employee purchases and manage individual cards. Fleet SmartHub makes it easy to keep business moving.”

M. Raymond, Advanced Window Systems

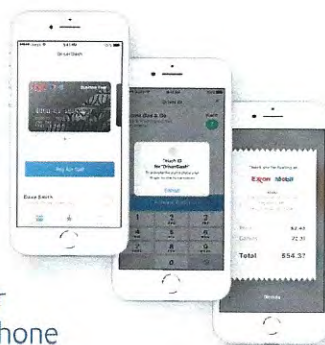
Download Fleet SmartHub at the App Store or Google Play, or visit fleetsmarthub.com.

NEW: Mobile payments

Pay at the pump with your mobile phone!

Use **DriverDash** to add your ExxonMobil Fleet Card to your mobile phone and make fueling fast and easy!

- No more lost cards or forgotten Driver IDs with Thumbprint technology
- Secure transactions with Bluetooth
- Accurate odometer readings for better reporting
- Stay warm and dry in your vehicle longer while authorizing payments from your phone



DriverDash



“DriverDash’s 3-step onboarding process was super quick and easy...The convenience of paying with their phone at the pump allows my drivers to fuel up faster, spending less time at the pump and more time on the road doing business.”

*Melissa Barriere
PM Leary Restoration*

Start today! Visit fleetdriverdash.com and log in with your ExxonMobil Fleet online account.

Contact your sales rep today

Exxon Mobil

Thomas E. Lee Midwest RSM Cell # 616-675-0296

thomas.lee@wexinc.com

The ExxonMobil Fleet Card Program



Group Invoice/Statement

INVOICE NUMBER: 41031125
ACCOUNT NAME: ABC Company

PAGE 1 OF 1

ACCOUNT NUMBER	DAYS THIS PERIOD	BILL CLOSING DATE	BILLING DATE	PAYMENT DUE DATE	PAYMENT DUE
XXXX-XX-XXXX-X	31	JAN-31-2019	FEB-01-2019	FEB-26-2019	44,883.58

TRANSACTION DATE	TRANSACTION DESCRIPTION	CHARGES	PAYMENTS/ CREDITS
THIS IS A SUMMARY BILLING STATEMENT. THIS STATEMENT WILL REPLACE INDIVIDUAL STATEMENTS FOR EACH ACCOUNT.			
JAN-23-2019	Payment - Thank You		43,172.59
JAN-31-2019	Fuel Purchases	37,985.61	
JAN-31-2019	NonFuel Purchase	44.22	
JAN-31-2019	Other Adjustments this Period	21.50	
JAN-31-2019	Rebates and Rebate Reversals		472.25
JAN-31-2019	Tax Exempt Credit		15,933.68
JAN-31-2019	Account 0496-00-140688-3 Purchases : \$38,029.83		
JAN-31-2019	Account 0496-00-146426-2 Purchases : \$23,238.18		

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
43,172.59	-43,172.59	61,289.51	-16,405.93	44,883.58

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	Cabarrus County
ACCOUNT NUMBER	0496-00-140688-3
INVOICE NUMBER	57590086
BILL CLOSING DATE	JAN-31-2019
AMOUNT DUE	44,883.58
AMOUNT ENCLOSED	
PAYMENT DUE DATE	FEB-26-2019

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

ExxonMobil Fleet National

FAX CHANGE OF ADDRESS REQUEST TO 1-800-395-0809.
Make Check Payable to: WEX BANK
Use enclosed envelope or send to:



WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

049600140688300000004488358 190226

The ExxonMobil Fleet Card Program

Balance Subject to Finance Charges:

Finance charges will be calculated by determining the total balance due on the date your account becomes delinquent, as follows: adding the total amount due on your Account on the payment due date together with any purchases posted to your Account from the end of the last billing cycle through the date the past due payment is applied or the close of the next business cycle, whichever happens first, and subtracting from that amount of any payments and/or credits entered during that period. The total balance due will then be multiplied by the applicable periodic rate to determine your finance charge. If your payment is not received and posted by the invoice payment due date, you may be charged a finance charge or other fees in accordance with the terms in your Business Charge Card Account Agreement.

How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the billing date or they will be considered final and binding.

Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

Customer Service

For account inquiries and correspondence regarding account service or billing:

- **Call 1-800-950-6157, or**
- **Fax to 1-800-395-0809, or**
- **Mail to P.O. Box 639, Portland, ME 04104**

Be sure to include your account number on all correspondence.

Payment Options

Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated.

Allow 10 business days prior to the due date for mailing to help avoid late fees.

Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at www.exxonmobiluniversalonline.com.

Online payments scheduled by 3:00 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

Phone

Call Customer Service and select the menu option for Billing Inquiries. In addition to scheduling a payment, you can also check your balance.

Payments scheduled by 3:00 PM ET (on business days) are credited to your account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
JAN-01-2019 TO JAN-31-2019
ACCOUNT NO:
0496-00-140688-3

Review Retailer
Addresses

DELIVER TO:
XYZ Company
100 Fleet Street
Fleet City, FC 00000

Track type of fuel,
gallons and fuel costs

Confirm vehicle
mileage every fill up

Group Fleet Products Report

ACCOUNT NUMBER	FLEET NAME
XXXX-XXXX-XXXX-XX	XYZ Company

TRANS DATE	TRANS TIME	SITE ADDRESS	TICKET NUMBER	TRANS CODE	PROD	UNITS	FUEL	SERVICE	NON-FUEL	GROSS AMOUNT	EXEMPTED TAXES	REBATE CODE	NET AMOUNT	DRIVER/ PROMPT	ODO	COST/ UNIT	EXC CODES
CARD 0002	VEH 8188																
01-10	13:18	2790 Lane Kannapolis NC	4362175	OP,EN	UNL	9.10	17.74			17.74	-4.96		12.78	PREV ODOM	88650	1.949	
01-21	13:46	546 Ashford Concord NC	021006081	OP,EN	UNL	11.10	22.19			22.19	-6.05		16.14	D COUNTY MGR	88887	1.999	
		Retail Period Units, Dollars, Miles, Avg PPG				20.20	39.93			39.93	-11.01		28.92	H DEPT	89190		
		YTD - Calendar Units, Dollars, Miles, Avg PPG				20.20	39.93			39.93	-11.01		28.92		540	1.977	
		Period Avg MPG, Avg Cost/Mile, Miles				26.73	0.07								540	1.977	
		Does not include EV Txns															
CARD 0003	2016 UPLANDER																
01-03	12:19	247 Branch Concord NC	0407544	OP,EN	UNL	17.68	34.83			34.83	-9.64		25.19	PREV ODOM	37837	1.969	FC
		Retail Period Units, Dollars, Miles, Avg PPG				17.68	34.83			34.83	-9.64		25.19	D Baxter	38143		
		YTD - Calendar Units, Dollars, Miles, Avg PPG				17.68	34.83			34.83	-9.64		25.19		306	1.970	
		Period Avg MPG, Avg Cost/Mile, Miles				17.31	0.11								306	1.970	
		Does not include EV Txns															
CARD 0005	8181																
01-18	08:51	1862 Warre Concord NC	6536677	OP,EN	UNL	10.96	21.24			21.24	-5.97		15.27	PREV ODOM	59990	1.939	
		Retail Period Units, Dollars, Miles, Avg PPG				10.96	21.24			21.24	-5.97		15.27	J KELLER	60218		
		YTD - Calendar Units, Dollars, Miles, Avg PPG				10.96	21.24			21.24	-5.97		15.27		228	1.936	
		Period Avg MPG, Avg Cost/Mile, Miles				20.81	0.09								228	1.936	
		Does not include EV Txns															

View transaction
dates & times

Use MPG reporting to
identify inefficiencies

Check driver ID's to find out
who is making purchases

TRANSACTION CODES
OP = Outdoor Payment Terminal
EN = Enhanced Merchant Network

EXCEPTION CODES
FD = Fuel Trans/Day
SD = Service Trans/Day
FC = Fuel Cost /Trans
SC = Service Cost/Trans

CD = Total Cost/Day
TU = Fuel Units/Trans
BU = Fuel Units/Billing Cycle
DU = Total Fuel Units/Day
DY = Days not Allowed
ST = Purchase Start Time
ET = Purchase End Time
MT = Manual Trans
FT = Allowed Fuel Types
PR = Allowed Products
SP = Allowed State/Province
CU = Max PPU

The ExxonMobil Fleet Card Program



STATEMENT PERIOD: JAN-01-2019 TO JAN-31-2019
 PARENT ACCOUNT NO: XXXX-XX-XXXXXX-X
 ACCOUNT NO: XXXX-XX-XXXXXX-X

Group Fleet Products Report

TRANS DATE	TRANS TIME	SITE ADDRESS	TICKET NUMBER	TRANS CODE	PROD	UNITS	FUEL	SERVICE	NON-FUEL	GROSS AMOUNT	EXEMPTED TAXES	REBATE CODE	NET AMOUNT	DRIVER/ PROMPT	ODO PROMPT	COST/ UNIT	EXC CODES
GROUP TOTALS		Period Units, Dollars, Miles, Avg PPG YTD - Calendar Units, Dollars, Miles, Avg PPG				28652.63 28652.63	61225.91 61225.91		42.10 42.10	61268.01 61268.01	-15933.68 -15933.68		45334.33 45334.33		318866 318866	2.349 2.349	

Totals of current period and YTD

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
JAN-01-2019 TO JAN-31-2019
ACCOUNT NO:
XXXX-XX-XXXXXX-X

DELIVER TO:
XYZ Company
100 Fleet Street
Fleet City, FC 00000

Group Fleet Products Summary Report

ACCOUNT NUMBER	FLEET NAME
XXXXXXXXXXXXXX-X	XYZ Company

Track current
and YTD by card

CARD NUMBER	CARD TOTALS	FUEL		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT	EXEMPTED TAXES	NET AMOUNT
		UNITS	AMOUNT	UNITS	AMOUNT				
CARD 0002 VEH 8188	SUBTOTAL	20.20	39.93				39.93	-11.01	28.92
	YTD - Calendar	20.20	39.93				39.93	-11.01	28.92
CARD 0003 2006 UPLANDER	SUBTOTAL	17.68	34.83				34.83	-9.64	25.19
	YTD - Calendar	17.68	34.83				34.83	-9.64	25.19
CARD 0005 8181	SUBTOTAL	10.96	21.24				21.24	-5.97	15.27
	YTD - Calendar	10.96	21.24				21.24	-5.97	15.27
CARD 0010 1833	SUBTOTAL	64.84	170.51				170.51	-39.22	131.29
	YTD - Calendar	64.84	170.51				170.51	-39.22	131.29
CARD 0015 8086	SUBTOTAL	25.39	66.00				66.00	-15.36	50.64
	YTD - Calendar	25.39	66.00				66.00	-15.36	50.64
CARD 0016 VEH 8072	SUBTOTAL	58.34	156.76				156.76	-35.29	121.47
	YTD - Calendar	58.34	156.76				156.76	-35.29	121.47
CARD 0017 VEH 8073	SUBTOTAL	62.03	158.04				158.04	-37.52	120.52
	YTD - Calendar	62.03	158.04				158.04	-37.52	120.52
CARD 0020 VEH 8133	SUBTOTAL	13.05	25.31				25.31	-7.12	18.19
	YTD - Calendar	13.05	25.31				25.31	-7.12	18.19
CARD 0021 8221	SUBTOTAL	25.78	68.56				68.56	-15.60	52.96
	YTD - Calendar	25.78	68.56				68.56	-15.60	52.96
CARD 0024 8249	SUBTOTAL	92.95	248.11				248.11	-56.24	191.87
	YTD - Calendar	92.95	248.11				248.11	-56.24	191.87
CARD 0029 8071	SUBTOTAL	66.87	182.10				182.10	-40.46	141.64
	YTD - Calendar	66.87	182.10				182.10	-40.46	141.64
CARD 0032 VEH 8102	SUBTOTAL	4.69	9.19				9.19	-2.56	6.63
	YTD - Calendar	4.69	9.19				9.19	-2.56	6.63

The ExxonMobil Fleet Card Program



STATEMENT PERIOD: JAN-01-2019 TO JAN-31-2019
 PARENT ACCOUNT NO: XXXX-XX-XXXXXX-X
 ACCOUNT NO: XXXX-XX-XXXXXX-X

Group Fleet Products Summary Report

Group Totals

CARD NUMBER	CARD TOTALS	FUEL		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT	EXEMPTED TAXES	NET AMOUNT
		UNITS	AMOUNT	UNITS	AMOUNT				
GROUP TOTALS (Billable - Nonbillable)	PERIOD YTD TOTAL - Calendar	28652.63	61225.91			42.10	61288.01	-15933.68	45334.33
		28652.63	61225.91			42.10	61288.01	-15933.68	45334.33

Totals all cards current period and YTD

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
ACCOUNT NO:
DELIVER TO:
XYZ Company
100 Fleet Steet
Fleet City, FC 00000

JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X

Group Financial Summary Department Totals

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXX-X	XYZ Company

DEPARTMENT NAME	CURRENT PERIOD				YTD - Calendar			
	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT
1210	61.25	44.34	44.34		44.34	61.25	44.34	44.34
1220	34.83	25.19	25.19		25.19	34.83	25.19	25.19
1410	26.30	19.21	19.21		19.21	26.30	19.21	19.21
1810	42.20	30.72	30.72		30.72	42.20	30.72	30.72
1940	1766.04	1353.21	1353.21	8.19	1361.40	1766.04	1353.21	1361.40
1951	135.74	104.32	104.32		104.32	135.74	104.32	104.32
1952	1872.15	1436.29	1436.29		1436.29	1872.15	1436.29	1436.29
1953	740.24	538.25	538.25		538.25	740.24	538.25	538.25
1955	372.97	287.36	287.36		287.36	372.97	287.36	287.36
2110								
2140								
2410	2050.36	1498.18	1498.18	-0.27	1498.18	2050.36	1498.18	1498.18
2710	154.36	111.60	111.60		111.60	154.36	111.60	111.60
2715	922.54	692.57	692.57		692.57	922.54	692.57	692.57
2730	10209.60	7743.69	7743.69		7743.69	10209.60	7743.69	7743.69
2735								
3250	325.87	238.43	238.43		238.43	325.87	238.43	238.43
3270	45.35	32.63	32.63		32.63	45.35	32.63	32.63
3280	110.81	81.13	81.13		81.13	110.81	81.13	81.13
4610	1374.04	1050.85	1050.85		1050.85	1374.04	1050.85	1050.85
4620	1828.91	1418.11	1418.11	36.30	1454.41	1828.91	1418.11	1454.41
5240	13159.21	9580.76	9580.76		9580.76	13159.21	9580.76	9580.76
5410	17.03	34.31	34.31		34.31	17.03	34.31	34.31
5610	1647.25	1206.66	1206.66		1206.66	1647.25	1206.66	1206.66
8140	453.17	334.68	334.68		334.68	453.17	334.68	334.68
8145	150.51	110.03	110.03		110.03	150.51	110.03	110.03
8240	165.38	120.14	120.14		120.14	165.38	120.14	120.14
8310	226.98	167.22	167.22		167.22	226.98	167.22	167.22
Unassigned	62.57	48.28	48.28		48.28	62.57	48.28	48.28

Track fuel amounts
by Department



STATEMENT PERIOD:
ACCOUNT NO:

JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X

Group Financial Summary Department Totals

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXXX-X	XYZ Company

DEPARTMENT NAME	CURRENT PERIOD				YTD - Calendar					
	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT
ACCT ANCILLARY FEES					21.50					21.50
ExxonMobil Rebate					-240.09					-240.09
ACCOUNT TOTALS	37985.61	28308.43		44.22	28134.06	37985.61	28308.43		44.22	28134.06
CARD ACTIVITY	TOTAL	ACTIVE	% ACTIVE							
CURRENT PERIOD	354	172	48.6%							
PREVIOUS PERIOD	354	172	48.6%							



STATEMENT PERIOD:
PARENT ACCOUNT NO:
ACCOUNT NO:

JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X
XXXX-XX-XXXXXX-X

Group Financial Summary Department Totals

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXX-X	XYZ Company

DEPARTMENT NAME	CURRENT PERIOD				YTD - Calendar					
	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT
2110	19228.57	14049.73		-2.12	14047.61	19228.57	14049.73		-2.12	14047.61
2130	1289.55	947.38			947.38	1289.55	947.38			947.38
2140	2092.55	1526.34			1526.34	2092.55	1526.34			1526.34
Unassigned	629.63	460.35			460.35	629.63	460.35			460.35
ACCOUNT TOTALS	23240.30	16983.80		-2.12	16981.68	23240.30	16983.80		-2.12	16981.68
CARD ACTIVITY	TOTAL	ACTIVE	% ACTIVE							
CURRENT PERIOD	208	136	65.4%							
PREVIOUS PERIOD	208	138	66.3%							
				Child Account Totals						

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
PARENT ACCOUNT NO:

JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X

Group Financial Summary Department Totals Group Totals

DEPARTMENT NAME	CURRENT PERIOD				YTD - Calendar			
	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT	GROSS FUEL AMOUNT	NET FUEL AMOUNT	SERVICE AMOUNT
GROUP TOTALS	61225.91	45292.23		42.10	44875.65	61225.91	45292.23	42.10

Parent & Child Totals

The ExxonMobil Fleet Card Program



STATEMENT PERIOD: JAN-01-2019 TO JAN-31-2019
ACCOUNT NO: XXXX-XX-XXXXXX-X

DELIVER TO:
XYZ Company
100 Fleet Street
Fleet City, EC 00000

Group Tax Summary

Fed, State, County
Tax type identification

Exempted Tax
Calculations

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXX-X	XYZ Company

TAX JURISDICTION	ID	EXPIRATION	EXEMPTED TAX \$	REPORTED TAX \$	TAX TYPE	TAX PRODUCT CLASS	UNITS	GROSS \$	TAX RATE
Federal	566000281	SEP-19-2020	-2122.38		Federal Excise	Gasoline	11598.11	23262.36	0.18300
			-1.61		Federal Excise	Gasoline	8.81	17.00	0.18300
			-10.91		Federal Excise	Gasoline Unblended	59.60	146.01	0.18300
			-1212.93		Federal Excise	Diesel	4991.64	13152.69	0.24300
			-124.31		Federal Excise	Diesel Fuels	511.57	1407.55	0.24300
Federal TOTALS			-3472.14				17168.73	37865.61	
NC	566000281	DEC-31-2060	-72.97		State Excise	Diesel	207.93	544.84	0.35100
			-13.79		State Excise	Diesel Fuels	39.28	106.00	0.35100
			-136.34		State Excise	Gasoline	388.52	771.80	0.35100
			-1731.67		State Excise	Diesel	4783.71	12607.85	0.36200
			-170.96		State Excise	Diesel Fuels	472.29	1301.55	0.36200
			-4057.74		State Excise	Gasoline	11209.59	22490.56	0.36200
			-21.57		State Excise	Gasoline Unblended	59.60	146.01	0.36200
NC STATE TOTALS			-6205.04						
SC				-1.76	State Excise	Gasoline	8.81	17.00	0.20000
SC STATE TOTALS				-1.76					
ACCOUNT TOTALS			-9677.18						

JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X

TAX JURISDICTION	ID	EXPIRATION	EXEMPTED TAX \$	REPORTED TAX \$	TAX TYPE	TAX PRODUCT CLASS	UNITS	GROSS \$	TAX RATE
Group Total Tax Exemptions									
			-15933.68	-1.76					
GROUP TOTALS									

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
ACCOUNT NO: JAN-01-2019 TO JAN-31-2019
XXXX-XX-XXXXXX-X

DELIVER TO:
XYZ Company
100 Fleet Street
Fleet City, FC 00000

Group Site Summary

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXX-X	XYZ Company

Track gallons & number of purchases by site

SITE ID	SITE ADDRESS	NO. PURCH	GASOLINE		DIESEL		EV		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT	EXEMPTED TAXES	NET AMOUNT
			GALS	GROSS AMOUNT	GALS	GROSS AMOUNT	UNITS	GROSS AMOUNT	UNITS	GROSS AMOUNT				
000060DQ	809 Hanes Mall Blvd Winston Salem, NC 27103	1	7.73	17.00								17.00	-4.21	12.79
0000851B	9625 Rocky River Rd Harrisburg, NC 28075	7	35.18	72.07	81.65	217.16						289.23	-68.58	220.65
00009J3S	2835 Forest Hills Rd Wilson, NC 27893	1	9.77	20.51								20.51	-5.33	15.18
00009SFJ	873 Old Charlotte Rd Concord, NC 28027	1	9.09	17.63								17.63	-4.95	12.68
0000BFFV	5064 Sr-49 Harrisburg, NC 28075	1	14.70	29.24								29.24	-8.01	21.23
0000BSNN	2825 Lane St Kannapolis, NC 28083	23	55.40	110.27	445.55	1,223.91					36.30	1,370.48	-299.30	1,071.18
0000DV6S	4550 Davidson Hwy Concord, NC 28027	3	9.32	18.64	54.43	155.42						174.06	-38.02	136.04
0000FNZ8	207 N Highway 49 Richfield, NC 28137	4	60.74	128.72								128.72	-33.09	95.63
0000FP85	2355 Concord Lake Rd Concord, NC 28025	1	21.86	45.00								45.00	-11.91	33.09
0000HNVL	3690 Concord Pkwy S Concord, NC 28027	1	15.01	30.00								30.00	-8.18	21.82
0000HNVT	215 Davidson Hwy Concord, NC 28027	3	31.42	63.60								63.60	-17.13	46.47
0000HNYY	1701 N Main St Kannapolis, NC 28081	2	33.06	67.90								67.90	-18.02	49.88

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
JAN-01-2019 TO JAN-31-2019
PARENT ACCOUNT NO:
XXXX-XX-XXXXXX-X
ACCOUNT NO:
XXXX-XX-XXXXXX-X

Group Site Summary

ACCOUNT NUMBER	FLEET NAME
XXXX-XX-XXXXXX-X	XYZ Company

SITE ID	SITE ADDRESS	NO. PURCH	GASOLINE		DIESEL		EV		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT	EXEMPTED TAXES	NET AMOUNT
			GALS	GROSS AMOUNT	GALS	GROSS AMOUNT	UNITS	GROSS AMOUNT	UNITS	GROSS AMOUNT				
85003LTL	1160 Copperfield Biv Concord, NC 28025	2	24.85	52.15								52.15	-13.53	38.62
85003WXB	13370 Highway 601 Midland, NC 28107	9	100.90	202.83								202.83	-54.99	147.84
85003XT3	2 Church St. N Concord, NC 28025	16	194.06	409.47								409.47	-105.68	303.79
85003XH7	1601 S Main St Kannapolis, NC 28081	2	35.89	74.04								74.04	-19.56	54.48
850041FQ	7340 Poplar Tent Rd Concord, NC 28027	6	74.03	150.39								150.39	-40.34	110.05
ACCOUNT TOTALS (Billed+ Nonbilled)		989	11,452.28	23,158.80	30.62	81.50					-2.12	23,238.18	-6,256.50	16,981.68
ACCOUNT TOTALS (Billed)		989	11,452.28	23,158.80	30.62	81.50					-2.12	23,238.18	-6,256.50	16,981.68

The ExxonMobil Fleet Card Program



Invoice/Statement

INVOICE NUMBER: 57267169
ACCOUNT NAME: Exxonmobil Field Sales

PAGE 1 OF 1

ACCOUNT NUMBER	DAYS THIS PERIOD	BILL CLOSING DATE	BILLING DATE	PAYMENT DUE DATE	PAYMENT DUE
XXX	31	DEC-31-2018	JAN-01-2019	JAN-25-2019	2,201.51

TRANSACTION DATE	TRANSACTION DESCRIPTION	CHARGES	PAYMENTS/ CREDITS
DEC-31-2018	Fuel Purchases	2,209.71	
DEC-31-2018	Service Purchases	18.00	
DEC-31-2018	Rebates and Rebate Reversals		26.20
DEC-11-2018	Other Adjustments this Period		2,845.38
REMINDER PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.			

Total Rebate (earned at Exxon and Mobil locations)
See last page of Fleet Products Report for rebate detail

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
2,845.38	0.00	2,227.71	-2,871.58	2,201.51

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	Exxonmobil FLD Sales
ACCOUNT NUMBER	0496-00-113007-9
INVOICE NUMBER	57267169
BILL CLOSING DATE	DEC-31-2018
AMOUNT DUE	2,201.51
AMOUNT ENCLOSED	
PAYMENT DUE DATE	JAN-25-2019

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES

ExxonMobil Fleet National

FAX CHANGE OF ADDRESS REQUEST TO 1-800-395-0809.
Make Check Payable to: WEX BANK
Use enclosed envelope or send to:



WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

04960011300790000000220151 190125

South Portland, ME 04106-2301

Financial Summary Department Totals

ACCOUNT NUMBER	FLEET NAME
XXX	Exxonmobil Field Sales

DEPARTMENT NAME	CURRENT PERIOD			TOTAL AMOUNT	YTD - Calendar			
	GROSS FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT		GROSS FUEL AMOUNT	SERVICE AMOUNT	NON-FUEL AMOUNT	TOTAL AMOUNT
8210	485.83			485.83	13558.95	63.66	25.22	13647.83
MIDWEST	726.37	20.00		746.37	5786.81	20.00		5806.81
NORTHEAST	701.11			701.11	5975.29	4.00		5979.29
SOUTHEAST	773.06			773.06	4876.30	17.00		4893.30
WEST					928.11	20.00		948.11
Western Sales	157.53	12.00		169.53	743.59	32.99		776.58
Unassigned				-30.52	2444.29			2444.29
ExxonMobil Rebate								-323.21
ACCOUNT TOTALS	2843.90	32.00		2845.38	34313.34	157.65	25.22	34173.00
CARD ACTIVITY	TOTAL	ACTIVE	% ACTIVE					
CURRENT PERIOD	17	15	88.2%					
PREVIOUS PERIOD	18	18	100.0%					

Track fuel amounts
by department

Track current and
YTD Discounts

The ExxonMobil Fleet Card Program



STATEMENT PERIOD: NOV-01-2018 TO NOV-30-2018
ACCOUNT NO: XXX

DELIVER TO:

Exxonmobil Field Sales
97 Darling Ave
South Portland, ME 04106

Fleet Products Report

ACCOUNT NUMBER	FLEET NAME
XXX	Exxonmobil Field Sales

Review retailer addresses

Track type of fuel, total gallons and fuel costs

Confirm vehicle mileage with every fill up

TRANS DATE	TRANS TIME	SITE ADDRESS	TICKET NUMBER	TRANS CODE	PROD	UNITS	FUEL	SERVICE	NON-FUEL	GROSS AMOUNT	REBATE CODE	DRIVER/ PROMPT	ODO PROMPT	COST/ UNIT	EXG CODES
11-05	14:03	CARD 0016 Jim Smith			UNL	11.53	25.35			25.35		PREV ODOM	58059	2.198	
11-08	13:55	8895 W University McKinney TX	00064394	OP	UNL	13.78	38.57			38.57		J Smith	58334	2.799	FC
11-15	11:38	5910 Tower Rd Denver CO	00225355	OP,TP	UNL	11.70	24.32			24.32		J Smith	1234	2.079	
		100 Harris Ave Red Oak TX	00035867	OP	WASH	1.00		5.00		5.00		J Smith	58627	5.000	PR
11-24	13:16	3100 Eldorado Pkwy McKinney TX	00268703	OP,TP	UNL	14.46	28.90			28.90		J Smith	58971	1.999	
11-27	12:24	4910 Wesleyan St Houston TX	00033213	OP	WASH	1.00	40.39	7.00		40.39		J Smith	1204	2.608	FC
										7.00				7.000	FC,PR
		Retail Period Units, Miles, Avg PPG				68.95	157.53	12.00		169.53			*****	2.353	
		YTD - Calendar Units, Dollars, Miles Avg PPG				771.90	1938.71	88.96		2027.67			*****	2.512	
11-02	07:25	CARD 0028 LARRY CONNER			UNL	10.51	28.78			28.78		PREV ODOM	10404	2.739	
11-06	10:51	2899 State Rt 23 Newfoundland NJ	00015473	OP	UNL	5.84	17.75			17.75		L Conner	10888	3.039	
11-10	09:52	1954 E Highland Av Phoenix AZ	0316257	OP,EN	UNL	13.71	37.00			37.00		L Conner	857	2.699	FC
11-13	13:13	2899 State Rt 23 Newfoundland NJ	00018017	OP	UNL	16.66	46.62			46.62		L Conner	11029	2.798	FC
11-15	12:46	265 Route 15 Wharton NJ	00054105	OP	UNL	11.37	30.00			30.00		L Conner	11488	2.639	
11-20	18:06	63 Woodport Rd Sparta NJ	00413950	OP	UNL	16.51	42.90			42.90		L Conner	11650	2.599	ET,FC
11-28	12:28	RR 46 West & Natic Little Falls NJ	00421452	OP	UNL	16.31	43.69			43.69		L Conner	12140	2.678	FC
			00002952	OP	UNL								*****	2.714	
		Retail Period Units, Dollars, Miles, Avg PPG				90.91	246.74			246.74			*****	2.803	
		YTD - Calendar Units, Dollars, Miles Avg PPG				952.32	2669.26			2669.26			*****	2.803	
11-05	22:27	CARD 0029 LOGAN SMITH			UNL	14.04	38.73			38.73		PREV ODOM	72132	2.758	ET,FC
11-19	19:22	1284 Saratoga Rd Gansevoort NY	00010226	OP	UNL	14.27	39.37			39.37		L Smith	72510	2.759	ET,FC
11-26	11:57	58 Marion Ave Saratoga Springs NY	00540282	OP	UNL	11.97	33.25			33.25		L Smith	72830	2.778	FC
11-28	17:59	80 West Ave Saratoga Springs NY	00502093	OP	UNL	14.46	37.57			37.57		L Smith	73083	2.598	ET,FC
		738 Loudon Rd Latham NY	00063306	OP	UNL							L Smith	73491		

View Transaction Dates & Times

Totals of Current Period and YTD

Use MPG reporting to identify inefficiencies

Check driver ID's to find out who is making purchases

TRANSACTION CODES

OP = Outdoor Payment Terminal
TP = Speedpass
EN = Enhanced Merchant Network

EXCEPTION CODES

FD = Fuel Trans/Day
SD = Service Trans/Day
FC = Fuel Cost/Trans
SC = Service Cost/Trans

CD = Total Cost/Day
TU = Fuel Units/Trans
BU = Fuel Units/Billing Cycle
DU = Total Fuel Units/Day

DY = Days not Allowed
ST = Purchase Start Time
ET = Purchase End Time
MT = Manual Trans

FT = Allowed Fuel Types
PR = Allowed Products
SP = Allowed State/Province
CU = Max PPU

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
ACCOUNT NO: XXX

DEC-01-2018 TO DEC-31-2018
0496-00-113007-9

Fleet Products Report

Total Rebate
earned this period

If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
12-11-2018	OTHER ADJUSTMENTS THIS PERIOD Miscellaneous Adjustment			-2,845.38 -2,845.38		
	Subtotal					
12-03-2018	REBATES AND REVERSAL S ExxonMobil Rebate - US\$	Partner	873.439	-26.20 -26.20	11,647.578	-349.41 -349.41
	Subtotal					
	Total			-2,871.58		-349.41
	The Finance Charge is determined by applying a periodic rate of 0%					

The ExxonMobil Fleet Card Program



STATEMENT PERIOD: NOV-01-2018 TO NOV-30-2018
ACCOUNT NO: XXX

DELIVER TO:
Exxonmobil Field Sales
97 Darling Ave
South Portland, ME 04106-2301

Track current period
and YTD by card

Fleet Products Summary Report

ACCOUNT NUMBER	FLEET NAME
XXX	Exxonmobil Field Sales

CARD NUMBER	CARD TOTALS	FUEL		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT
		UNITS	AMOUNT	UNITS	AMOUNT		
CARD 0007 Jim Wood	YTD - Calendar	498.41	1438.76				1438.76
	SUBTOTAL	66.95	157.53	2.00	12.00		169.53
	YTD - Calendar	771.90	1938.71	10.00	88.96		2027.67
CARD 0028 LARRY CONNER	SUBTOTAL	90.91	245.74				245.74
	YTD - Calendar	952.32	2669.26				2669.26
CARD 0029 LOGAN SMITH	SUBTOTAL	54.74	148.92				148.92
	YTD - Calendar	694.26	2022.13				2022.13
CARD 0032 BARRY NELSON	SUBTOTAL	21.90	53.07				53.07
	YTD - Calendar	426.67	1101.86			25.00	1126.86
CARD 0033 CHRIS SHUDE	SUBTOTAL	43.33	102.00				102.00
	YTD - Calendar	462.77	1290.88				1290.88
CARD 0035 JOHN CONTI	YTD - Calendar	454.02	1656.85	2.00	20.00		1676.85
CARD 0038 ANTHONY AMICO	SUBTOTAL	113.38	305.45				305.45
	YTD - Calendar	1110.05	3089.67				3089.67
CARD 0039 OYIK MORA	SUBTOTAL	59.16	145.03				145.03
	YTD - Calendar	641.22	1642.02	2.00	17.00		1659.02
CARD 0040 DENNIS POIRIER	SUBTOTAL	58.90	146.20				146.20
	YTD - Calendar	933.50	2580.41	1.00	3.69	0.22	2584.32
CARD 0041 SCOTT HOCHBERG	SUBTOTAL	67.20	175.68				175.68
	YTD - Calendar	973.15	2623.06	1.00	8.00		2631.06
CARD 0043 CHUCK SHETTLE	SUBTOTAL	43.83	115.22				115.22
	YTD - Calendar	655.54	1784.34				1784.34

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
ACCOUNT NO: XXX

NOV-01-2018 TO NOV-30-2018
0496-00-113007-9

Fleet Products Summary Report

ACCOUNT NUMBER	FLEET NAME
XXX	Exxonmobil Field Sales

CARD NUMBER	CARD TOTALS	FUEL		SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT
		UNITS	AMOUNT	UNITS	AMOUNT		
CARD 004 THOMAS LEE	SUBTOTAL	97.57	247.96				247.96
	YTD - Calendar	884.32	2463.54				2463.54
CARD 0048 DAVID COY	SUBTOTAL	123.15	320.58				320.58
	YTD - Calendar	1047.37	2809.87				2809.87
CARD 0049 CHRIS WILSON	SUBTOTAL	89.83	216.99				216.99
	YTD - Calendar	991.35	2795.37	2.00	20.00		2815.37
CARD 0050 CHARLES REHM	SUBTOTAL	101.15	254.38				254.38
	YTD - Calendar	704.77	1895.47	2.00	20.00		1895.47
CARD 0052	YTD - Calendar	27.64	80.16				80.16
CARD 0053 JUAN MUNOZ	SUBTOTAL	88.45	208.15				208.15
	YTD - Calendar	173.03	430.98				430.98
Totals all cards current period & YTD							
ACCOUNT TOTALS	PERIOD	1120.45	2843.90	4.00	32.00	25.22	2875.90
	YTD TOTAL - Calendar	12402.29	34313.34	18.00	157.65		34496.21

The ExxonMobil Fleet Card Program



STATEMENT PERIOD:
ACCOUNT NO: XXX
NOV-01-2018 TO NOV-30-2018
0496-00-113007-9

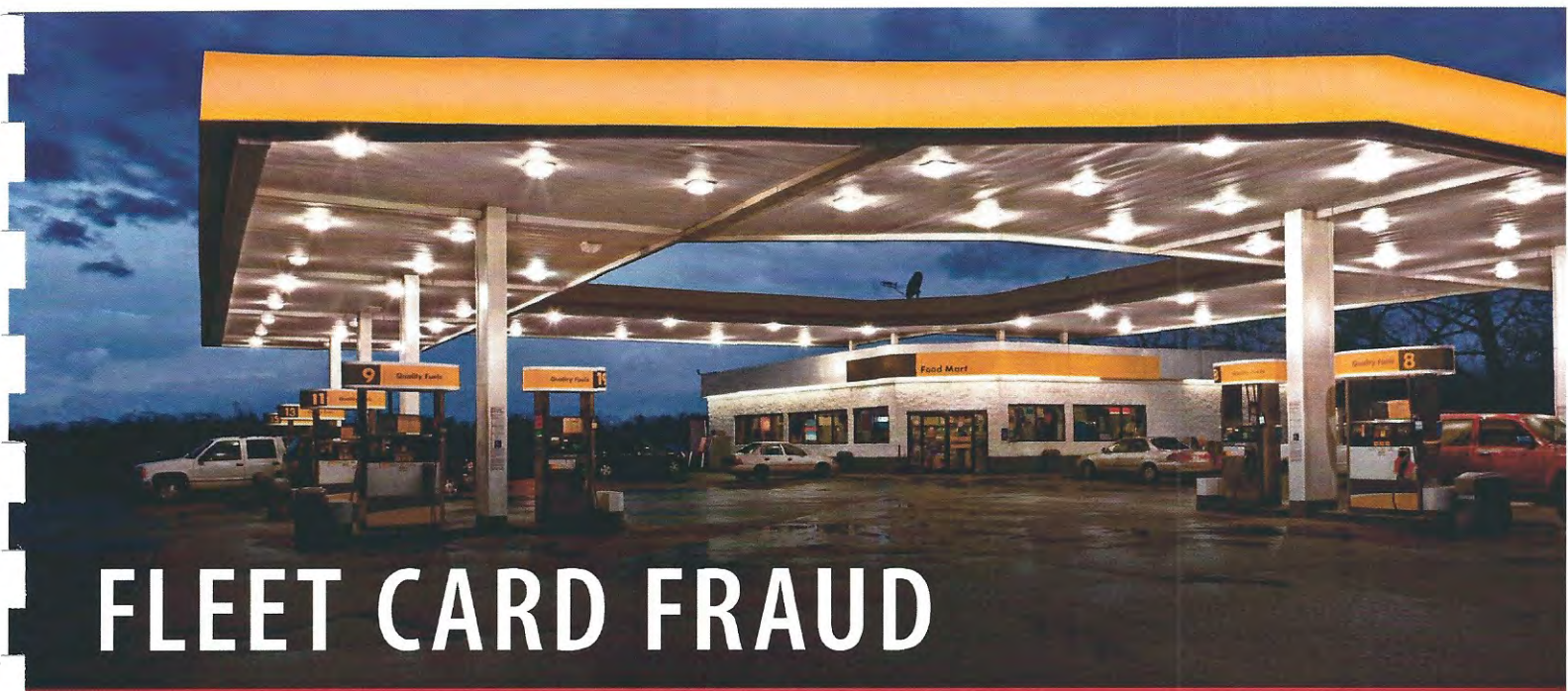
DELIVER TO:
Exxonmobil Field Sales
97 Darling Ave
South Portland, ME 04106-2301

Site Summary

ACCOUNT NUMBER	FLEET NAME
XXX	Exxonmobil Field Sales

Track gallons
by site

SITE ID	SITE ADDRESS	NO. PURCH	GASOLINE		DIESEL		EV	SERVICE		NON-FUEL AMOUNT	GROSS AMOUNT
			GALS	GROSS AMOUNT	GALS	GROSS AMOUNT		UNITS	GROSS AMOUNT		
00006H3T	3051 Mayfield Rd Grand Prairie, TX 75052	1	9.41	22.01							22.01
00007FBK	1258 E Bristol Rd Burton, MI 48529	1	16.83	41.38							41.38
00007XCJ	314 S Euclid Ave Bay City, MI 48706	1	12.88	30.65							30.65
00008B8C	4155 S Carrier Pkwy Grand Prairie, TX 75052	1	12.01	30.01							30.01
0000GZ59	11411 Lake Charles H Leesville, LA 71446	1	12.65	32.89							32.89
0000L4W7	15007 Old Hickory Bl Nashville, TN 37211	1	4.45	12.01							12.01
0000L4WG	449 Cool Springs Blv Franklin, TN 37057	1	14.68	43.00							43.00
0000LBGQ	805 Cardinal Ln Hartland, WI 53029	1	17.30	41.50							41.50
0000M77Z	4910 Wesleyan St Houston, TX 77027	2	15.48	40.39				1	7.00		47.39
0000MSFF	7845 Senoia Rd Fairburn, GA 30213	1	14.84	34.56							34.56
0000MV62	6010 Fenton Rd Flint, MI 48507	1	14.68	36.69							36.69
0000N282	3200 S Fardon Blvd Crestview, FL 32536	1	14.17	42.48							42.48



FLEET CARD FRAUD

What it is, and what you can do

Part I: Fraud Prevention Guidelines

The WEX Fraud Department offers the following security guidelines for drivers and fleet managers.

EMPLOYEES

Keep your Driver ID secure

- Memorize your Driver ID.
- Don't keep your Driver ID with your card, or write it on your card.
- Don't give your Driver ID to a station attendant — enter it yourself.
- Shield the entry of your Driver ID from any nearby attendants, customers, or passengers.
- Don't enter your Driver ID as the odometer reading.

Keep your card secure

- Never let the card out of your sight during a transaction.
- Verify the purchase info — including the amount and date — before signing the receipt.
- When the card is returned after a purchase, verify that it's the proper card.
- Keep your card and receipts where they can't be seen or easily accessed.

CONTACT YOUR SUPERVISOR IMMEDIATELY:

- If your card is lost or stolen.
- If your Driver ID is compromised.
- If you suspect that fraud or misuse has occurred.



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FLEET MANAGERS

Register your online account

- If you haven't done so, register your online account. Call the customer service number on the back of your card for assistance.
- After establishing your online account, you can further reduce the possibility of unauthorized card use by setting spending limits¹. To learn more about these benefits, contact customer service.

Use secure Driver IDs

- Make sure all employees have a unique Driver ID. Don't allow employees to share.
- Avoid easily-guessed Driver IDs (e.g., 123456 or 999999).

Verify employee transactions

- Thoroughly review your transaction reporting and perform audit checks against monthly statements.

Establish procedural controls and safeguards

- Perform random and frequent checks to confirm that cards are kept with their assigned vehicles or are in the possession of authorized users.
- Regularly review card and Driver ID status, and suspend or terminate any no longer in use.
- Provide periodic fraud awareness sessions to your employees.
- Create and share a company policy regarding the misuse of fuel cards by your authorized users, including any legal action that can result.

If an employee is dismissed

- Cancel their Driver ID immediately.
- Retrieve their card, or cancel any card that may be in their possession.
- Verify that all other cards are in their appropriate location.

CONTACT CUSTOMER SERVICE IMMEDIATELY:

- If a card is lost or stolen.
- If a Driver ID is compromised for any reason.
- If misuse or abuse is suspected.
- If a vehicle is transferred, sold or retired, to cancel the assigned card.

¹ Additional terms and conditions apply. Enforcement of some limits depends upon merchant's system and participation.



WHAT SHOULD EMPLOYEES LOOK OUT FOR WHEN FUELING?

- Look for a pump that's well-lit and highly visible to the attendant. Pumps with low visibility are prime targets for skimmers to be installed.
- Check the security label installed on the pump. If it's missing or shows signs of tampering, use another pump or go inside.
- Scan the pump for loose wires, ill-fitting components, pry marks on the panel edges or other suspicious-looking items.
- Visually inspect the pump for any damage to the card reader and key pad. Although most skimming devices are installed inside the terminal, some use overlays on the outside of the pump.
- Keypads should be flush with surrounding surfaces, and card readers should not look overly large for their recesses. Give the reader a quick jiggle to make sure it's attached properly — bluetooth-enabled card readers can be adhered directly over the existing readers.
- Compare the card reader and key pad to those on adjacent pumps to make sure they look the same — do they have the same shape and amount of wear?

Pump security label in place



Pump security labels, compromised and intact



Bluetooth card readers placed on pump exterior



Key pad overlay



Part II: Security FAQ

FRAUD AND ABUSE

What is “skimming”?

Skimming is when the information on a payment card is captured and used to create a counterfeit card (also known as “white plastic”). The counterfeit card is then used to make illegal purchases. Criminals can install skimming devices on the interior or exterior of fuel dispensers.

How does WEX define “fraud” vs “abuse”?

- **Fraud** is third-party criminal activity for financial gain; a customer had possession of their card and an unknown individual accessed their account.
- **Abuse** is when a customer's employee or other authorized user uses the fleet card for unauthorized purchases. In this case, the customer should follow internal procedures for investigating and restitution.

What fraud protections do fleet cards provide?

- **Card controls.** Automatic limits can be set in advance to restrict which products can be purchased, in what quantities, and when.
- **Pump shut-off.** Some cards will automatically stop fueling at the pump when a certain quantity or dollar limit has been reached.
- **Analytics.** Real-time and scheduled reports allow fleet managers to identify inappropriate purchases that would have otherwise slipped through the cracks.

Are instances of fraud increasing?

Fraud, specifically pay-at-the-pump card-skimming scams, has reached epidemic levels in the US. Task forces have been formed in the hotspot areas, including Texas and Florida. WEX is collaborating with these agencies to help build cases and ultimately execute arrest warrants.

Who is financially responsible when fraud occurs — me or WEX?

There are four basic categories of fraud:

- **Lost or stolen cards.** The customer is liable for any damages before reporting these cards to WEX.
- **White plastic (skimming).** The customer is not liable for charges if the claim investigation reveals the transactions in question are the result of skimming by an unknown third party.
- **Collusion.** If an investigation reveals that a customer employee and fueling station were colluding to steal funds or fuel from the account, there may be a liability split. The station would be charged back for half of the losses and the customer would be liable for the remainder.
- **Driver abuse.** Customers are liable for employee card abuse. As stated above, the customer's internal procedures should be leveraged for investigation and restitution.

Note: All charges for which the customer is liable will be deemed final and binding unless disputed in writing within sixty (60) days of the billing date.



OUR FRAUD DETECTION SYSTEMS

What systems does WEX have to detect fraud?

WEX leverages a fraud detection system based on neural models (machine learning). We also have a data analytics engine that provides instant feedback on which detection rules are most effective and which ones need to be changed or retired. Our fraud detection system looks at authorizations and transactions at the account, card and driver level to learn behavior and alert us to any deviations from prior purchasing behavior.

If fraud is suspected at a station, why won't WEX share their name and address?

When cards are compromised, there are two things to consider:

- **Where the card was skimmed.** We DON'T release this info, because investigations are most likely underway. The stations are also victims in this situation — an unauthorized third party has broken into the pumps and installed a skimming device. In most cases, once the device is removed, there is no longer an issue.
- **Where the compromised card was used.** We DO release this info, so we can validate that the card in question was not actually at the station in question.

ADDITIONAL INFO

What else can I do to prevent fraud or abuse in my program?

- Password-protect all company electronics, including laptops, smartphones and tablets.
- Monitor reports for "smoking guns", including purchases that are too frequent, too expensive, or fall outside operation geography.
- Regularly audit card use to ensure that employees are complying with policy.
- Deactivate old cards with Driver or vehicle IDs no longer in use.
- Keep spare cards physically locked in a secure location.

What are the tell-tale signs of fleet card abuse?

- The wrong card is used for a particular vehicle.
- One card is used to fuel multiple vehicles.
- Drivers are caught sharing Driver IDs.
- Former drivers keep using cards after termination or retirement.
- Fuel purchases exceed the tank capacity.
- Purchases occur well outside normal operating geography.
- The fuel purchased is the wrong grade for a given vehicle.
- Too many transactions occur in a given day or week, or outside normal business hours.



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TRANSACTION RESEARCH DISPUTE FORM

PAGE 1 OF 2

TODAY'S DATE:

REQUESTED BY:

COMPANY NAME:

ACCOUNT
NUMBER:

VEHICLE CARD
NUMBER(S) :

MERCHANT:

TRANSACTION
DATE(S):

TRANSACTION AMOUNT: \$

AMOUNT OF DISPUTE: \$

COMPANY FAX
NUMBER:

E-MAIL ADDRESS:

****REQUIRED****

The merchant(s) was contacted on:

** Note: Details of the attempts to resolve with the merchant must be noted under the "additional detail" section.*

Should this form not be signed, the issuer certifies the relationship between themselves and the cardholder that this form is a true, accurate and complete (unedited) message the issuer received from the cardholder. Please allow 60 days for the processing of this request and understand that you are responsible for payment of total balance due until resolution has been communicated.

SIGNATURE:

If the reason for your dispute is listed on Page 1, please fax/email to:

(866) 561-7656 OR disputes@fleetservicesonline.com

Incomplete Forms May Be Delayed Or Not Processed.

SELECT THE FOLLOWING OPTION(S) THAT BEST DESCRIBES THE SITUATION:

- | | |
|--------------------------|---|
| ☐ | <p>The merchant charged a different amount than agreed.
 The amount authorized by the cardholder was: \$ _____. The amount charged by the merchant is: \$ _____.
 When the merchant was contacted, did they refuse to:</p> <p>☐ Adjust the Price; ☐ Repair or Replace the Goods (or other things or value); ☐ Issue a Credit</p> <p><i>*Note: If none of the above is applicable, describe the merchant's response in the "additional detail" section below.</i></p> |
| ☐ | <p>The goods or services did not conform to the merchant's description for the transaction (i.e. different quantity, quality, etc). When the merchant was contacted, did they refuse to:</p> <p>☐ Adjust the Price; ☐ Repair or Replace the Goods (or other things or value); ☐ Issue a Credit</p> <p><i>*Note: If none of the above is applicable, describe the merchant's response in "additional detail" section below.</i></p> |
| ☐ | <p>Only one sale was authorized for \$ _____ (Please select one of the following)</p> <p>☐ This transaction is a duplicate for the same amount charged on: _____ (OR)</p> <p>☐ An additional charge of \$ _____ was processed without authorization.</p> <p>All cards are in the possession of the authorized cardholder.</p> |
| ☐ | <p>A restricted product purchase at this merchant.</p> <p><i>*Note: proof must be submitted, i.e. a ticket or invoice copy.</i></p> |
| ☐ | <p>On: _____ the merchant agreed to refund: \$ _____</p> <p><i>* Note: proof must be submitted, i.e. a copy of a receipt showing intended refund.</i></p> |
| ☐ | <p>Payment was made to the merchant by other means. When the merchant was contacted, did they refuse to:</p> <p>☐ Adjust the Price or ☐ Issue a Credit</p> <p><i>* Note: proof must be submitted, i.e. if paid by check, provide a copy of the canceled check front & back.</i></p> |
| ☐ | <p>Other – Please provide your reason for dispute in the area provided below for additional detail.</p> |

PROVIDE ADDITIONAL DETAIL IN THE AREA BELOW

TRANSACTION RESEARCH DISPUTE FORM

PAGE 2 OF 2

If the reason for your dispute is listed on Page 2, please fax/email to:

(207) 791-1655

OR

disputes@fleetfraudservices.com

While the claim is processed, please review the following recommendations:

- Your company is obligated to keep the account current. If the account is due any credit, it will be granted at the resolution of the claim.
- We recommend your company file a police report and contact the stations immediately for possible video surveillance evidence as most stations keep surveillance tape for only a short period.
- Resolution to a claim may take, on average, 60-90 days to complete and resolution may be communicated to the company by letter or email.
- If additional information may be requested as needed, we will reach out to the company.
- If your account currently does not have Authorization Controls assigned to the cards, we strongly encourage establishing these controls. If assistance is needed with adding these controls, please contact Customer Service directly.

SELECT THE FOLLOWING OPTION(S) THAT BEST DESCRIBES THE SITUATION:

- | | |
|--------------------------|--|
| ☐ | The card(s) is in the possession of the company and did not conduct the suspicious transaction(s). |
| ☐ | Please indicate if the card(s) is:
☐ Lost
☐ Stolen |
| ☐ | The intentional improper use of card:
☐ Former Employee
☐ Current Employee
☐ Unknown Party |
| ☐ | Suspect a station employee and a company employee is perpetrating intentional misuse or abuse of card. |
| ☐ | Suspect the station is conducting the sales without the card present. |
| ☐ | Other (please explain): |

PROVIDE ADDITIONAL DETAIL IN THE AREA BELOW

sullivan.bas@gmail.com

From: MyTax Illinois <REV.DoNotReply@illinois.gov>
Sent: Monday, August 12, 2019 5:01 PM
To: sullivan.bas@gmail.com
Subject: REG-1, Illinois Business Registration Application

Your REG-1, Illinois Business Registration Application, for HP ROCHELLE OPERATING LLC has been processed by the Illinois Department of Revenue and Illinois Department of Employment Security. The following tax types have been added to your account:

Account Type	Account ID/License no.
Unemployment Insurance	5070904
IL Business Income Tax	06934-31776
IL Withholding Income Tax	83-3171089-000

Sales Tax 4334-4471

Cigarette # 17657

If you have registered for sales and use and related taxes or automobile renting tax, you will receive an Illinois Business Authorization certificate delivered by the U.S. Postal Service in 7 to 10 business days. To view and print a copy of the Illinois Business Authorization certificate in your MyTax.Illinois account, navigate to "Correspondence," click "View Letters," and select it from the list.

Now that your business registration application is processed, you can activate your MyTax Illinois account.

Note: You must allow one full business day after receiving this email before clicking on the link below and providing the necessary activation information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Query Insurance Agency Div of Crum-Halsted Agency 330 May Mart Drive Rochelle IL 61068		CONTACT NAME: Jennifer Heal PHONE (A/C, No, Ext): (815) 562-4152 E-MAIL ADDRESS: jheal@crumhalsted.com FAX (A/C, No): (815) 562-2126	
INSURED HP Rochelle Operating, LLC DBA Benny's Corner Market 601 Flagg Rd Rochelle IL 61068		INSURER(S) AFFORDING COVERAGE INSURER A: I M T Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 14257	

COVERAGES**CERTIFICATE NUMBER:** MASTER 19-20**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		WOY4423	09/20/2019	08/08/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CVY4423	09/20/2019	08/08/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UCY4423	09/20/2019	08/08/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCY4423	08/08/2019	08/08/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			WOY4423	09/20/2019	08/08/2020	Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Rochelle is provided coverage on an additional insured basis as their interests may appear.

CERTIFICATE HOLDER**CANCELLATION**City of Rochelle
420 N. 8th St

Rochelle

IL 61068

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Yhodore A. Roman