



a division of World Fuel Services, Inc.

U.S. Energy Services, Inc.
605 N. Highway 169, Suite 1200
Plymouth, MN 55441
763-543-4600
www.usenergyservices.com

July 1, 2015

Re: Changes to U.S. Energy billing address effective August 1, 2015

Dear valued supplier,
Beginning **August 1st**, please send your invoices to the new U.S. Energy billing address using the guidelines below.

Both email and regular mail options are available to you. Please adhere to the following delivery rules to ensure your invoices are processed correctly.

Email Delivery Rules:

- Only one invoice per email with supporting documents is permitted.
- Invoice first, followed by any supporting documents – only one attachment.
- The invoice must be 'attached' to the email in PDF format.
- Invoices will not be accepted in the body of the email.
- Email subject line should read – Attn: WFS Payables Invoices.
- Send to email address: wfs@invoices.corcentric.com.

Regular USPS Mail Rules:

- Multiple invoices per envelope are permitted.
- Invoice on top, with any supporting documents attached to it.
- Send to regular mail address:

Attn: Payables Invoices
U.S. Energy, a division of World Fuel Services, Inc.
PO Box 7299
Philadelphia, PA 19101-7299

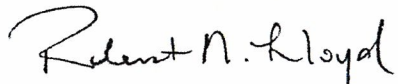
The billing addresses above are for delivery of invoices only. All other correspondence should be sent to the appropriate address on your current U.S. Energy Services, Inc. customer record.

If you have any questions regarding your Billing Address change:

Please contact the Shared Services Team at APMiami@wfscorp.com or 1-844-351-9435 if you have any questions or would like to update your contact information.

We appreciate your utmost attention to ensure this change is completed by **August 1st**. Any delays may disrupt the timely and accurate payment of your invoice.

Best Regards,

A handwritten signature in black ink that reads "Robert N. Lloyd". The signature is written in a cursive style with a large initial 'R'.

Robert N. Lloyd
VP, Global Financial Operations & Shared Services
World Fuel Services Corporation



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July 1, 2015

Dear valued Vendor,

U.S. Energy has the ability to send your payments electronically, depositing it directly into your bank account on the date that the payment is due.

What are the Benefits of Enrolling in ACH?

- **Faster Payment.** Receive your payment immediately on the due date rather than waiting for the check in the mail.
- **Avoid Theft and/or Fraud.** ACH is more secure than checks. Don't let your money fall into the wrong hands!
- **Save Valuable Time.** No more trips to the bank to deposit your payments and no waiting for the check to clear. Payments are available in your account on the due date.
- **Be Environmentally Friendly!** ("Going Green") Reduction of use of paper (i.e. checks and envelopes).

Payments are deposited via **standard electronic funds transfer** and you will receive an email letting you know that the payment has been made.

This option is available at **NO CHARGE**; therefore, we are requesting that our vendors take full advantage of ACH and sign up today!

How Do I Get Started?

To begin the set-up process, simply complete the enclosed ACH Direct Deposit Form. Once completed, email the form to VendorSetupMIA@wfscorp.com or fax with a coversheet to 305-392-5664

If you have any questions about ACH, please call Jose Rodriguez, Manager, Shared Services, at 305-428-8285.

We look forward to providing you this beneficial service.

Sincerely,

Robert N. Lloyd
SVP, Global Financial Operations & Shared Services
World Fuel Services Corporation



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ACH DIRECT DEPOSIT FORM

Direct Deposit via ACH is a fast, easy way to receive payments. We highly encourage our vendors to sign up.

Bank Name	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
ABA Routing Number (9 digits)	
Bank Account Number	
Vendor Name	
Tax ID Number (9 digits)	
Vendor Mailing Address	
Vendor Phone Number	
Accounts Receivable Email Address	
Accounts Receivable Contact Phone	
Printed Name of Authorized Vendor Representative	
Signature and Date of Authorized Vendor Representative	

**By signing above you agree to the following terms/conditions:*

- *We understand that ALL payments will remit via ACH to the bank account listed above.*
- *We will notify World Fuel Services of any change to account info 10 days prior to change in order to avoid returned payments.*

The following backup *MUST* be submitted with this form and *MUST* include: the name on the account, the account number, and the ABA routing number.

- Checking account – attach/scan a voided check or a letter from the bank
- Savings account – attach/scan a pre-printed deposit slip and the 1st page of a recent bank statement (only if the “name” on the account is not on the deposit slip)

The completed form can be sent via email to VendorSetupMIA@wfscorp.com or by fax with coversheet to 305-392-5664.