

Credit Application & Notice of Assignment Packet

Use the credit application to support broker/customer setup. The Notice of Assignment section must reflect the carrier's actual factoring arrangement and should be confirmed with the factor.

CREDIT APPLICANT / CUSTOMER INFORMATION

Legal Business Name	
DBA	
Billing Address	
City / State / ZIP	
Physical Address	
Main Phone	
Website	
Federal EIN	
Years in Business	
Entity Type	

ACCOUNTS PAYABLE AND CREDIT CONTACTS

A/P Contact	
A/P Email	
A/P Phone	
Credit Contact	
Credit Email	
Credit Phone	
Requested Credit Limit	\$
Expected Monthly Freight Spend	\$
Payment Terms Requested	

TRADE / TRANSPORTATION REFERENCES

Reference 1 - Company / Contact	
Phone / Email	
Reference 2 - Company / Contact	
Phone / Email	

Credit Application - Authorization

Authorization, certification, and review.

CREDIT AUTHORIZATION

The applicant authorizes reasonable business-credit verification, including contact with listed references and review of commercially available business information, for the purpose of evaluating credit and payment terms. The applicant certifies that the information provided is accurate and agrees to update material changes.

Additional credit notes / requested terms / internal review notes:

Applicant Authorized Representative	High Level Global Review
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Notice of Assignment

For factored carriers. Complete only with accurate factor-issued information and confirm remittance instructions before use.

ASSIGNMENT INFORMATION

Carrier / Assignor Legal Name	
MC Number	
Factoring Company / Assignee	
Factor Address	
Factor Phone	
Factor Email	
Assignment Effective Date	
Factor Account / Client Number	

NOTICE

Notice is given that the carrier/assignor identified above has assigned certain accounts receivable to the factoring company/assignee identified above. Subject to the actual factoring agreement and factor-issued instructions, payments for assigned invoices should be remitted only as directed by the factor. This template does not itself create, prove, or modify an assignment.

Factor remittance instructions / lockbox / ACH instructions (attach official factor instructions; avoid publishing sensitive banking details on a public website):

VERIFICATION

☐ Factor-issued Notice of Assignment attached	☐ Factor contact independently verified
☐ Carrier legal name matches factor records	☐ Remittance instructions confirmed
☐ Release / termination of assignment checked if applicable	☐ Conflicting payment instructions resolved

SIGNATURES / CONFIRMATION

Carrier / Assignor Representative	Factoring Company / Assignee Representative
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

High Level Global intake acknowledgment (optional): _____ Date: _____