

Factoring Information

Carrier factoring and remittance-information form. Use together with an authentic factor-issued Notice of Assignment when applicable.

CARRIER INFORMATION

Carrier Legal Name	
DBA	
MC Number	
USDOT Number	
Carrier Billing Contact	
Carrier Billing Email	
Carrier Billing Phone	

FACTORING COMPANY

Factoring Company Legal Name	
Factor Address	
City / State / ZIP	
Main Phone	
Verification Phone	
A/R or Funding Contact	
Email	
Website	
Carrier Client / Account Number	

FACTORING STATUS

☐ All receivables assigned	☐ Selected receivables only
☐ Recourse factoring	☐ Non-recourse factoring
☐ NOA currently active	☐ NOA pending
☐ Carrier not currently factored	☐ Factor release required before direct payment

REMITTANCE INFORMATION

Do not place full bank account or routing numbers on a public website template. Attach official factor remittance instructions through a secure workflow or provide the factor's lockbox/payment instructions directly to authorized billing personnel.

Remit-To Name	
Remit-To Address / Lockbox	
Preferred Payment Method	☐ ACH ☐ Check ☐ Wire ☐ Other
Payment Portal / Reference	

Factoring Information - Verification

Complete before changing payment instructions.

DOCUMENT CHECKLIST

☐ Factor-issued Notice of Assignment	☐ W-9 for carrier
☐ Factor verification contact confirmed	☐ Release of Assignment if changing factors
☐ Voided check / bank letter only if securely required	☐ Carrier authorization for change in remittance
☐ Outstanding disputed invoices identified	☐ Prior factor release verified

VERIFICATION RECORD

Verified By	
Verification Date	
Method	☐ Phone to published number ☐ Secure portal ☐ Other
Factor Representative	
Notes	

CERTIFICATION

The carrier certifies that the factoring information provided is accurate and authorizes High Level Global to use verified factoring information for administrative billing support. Carrier agrees to provide prompt written notice of any change, release, termination, or replacement of the factoring arrangement.

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