

Preferred Remittance Transmission:
(PLEASE CHECK ONE)

- ☐ **without** invoice line item detail (CCD)
☐ **with** invoice line item detail (CTX: Non EDI) *

* Your bank must be able to read and deliver a **free form** CTX: **Non EDI** format addenda '7' record. Please check with your financial institution before selecting this option.

Please do NOT send in this form until the purchase order is signed. If updating your banking, fill in all fields that need updated.

Section I: Supplier InformationAccounts Receivable Payment Site Information*

Full Company Name _____
Accounts Receivable Address _____

Accounts Receivable Contact _____
Phone Number _____
E-Mail Address/Fax Number _____

* If there are multiple Accounts Receivable sites applicable to your organization, provide a separate P-306 for each Accounts Receivable site.

Section II: Banking Information

Depository (Bank) Name _____
Depository (Bank) Address _____

Bank Contact Name _____
Bank Contact Phone Number _____

ACH (EFT) Information ONLY. DO NOT Provide Wire Information.

Deposit Account Title _____
Bank Routing/Transit or ABA Number (9 digits) _____
Deposit Account Number _____
Type of Account Checking Savings

I hereby authorize Fluor Marine Propulsion, LLC (FMP) to initiate credit entries to the above bank account for the payment of invoices due to the Supplier indicated. In the event of an overpayment, the Supplier agrees to issue a refund to FMP either by their company check or by a return ACH transfer initiated through their bank. I understand that this authorization will remain in full force and effect until FMP Accounts Payable has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it. Acceptable methods to request a change are bank to bank notifications or updated P-306 form. Cancellation should be communicated to FMP Accounts Payable.

Authorized Agent Name_____
Title_____
Signature_____
Date

Instructions for Completing P-306

Preferred Remittance Transmission Section (Completed by Supplier)

- A. Without invoice line item detail (CCD) is when a supplier would like a remittance advice emailed. Note, email is required in Section I.
- B. Without invoice line item detail (CTX: Non EDI) is when a supplier is able to receive an electronic message along with the ACH payment. This message is transmitted from FMP's bank to the supplier's bank. Please verify with your bank to verify supplier bank account can receive Non EDI format addenda '7' record.

Section I (Completed by Supplier)

- A. Name should be the same name as the supplier name on PO
- B. Address for Accounts Receivable (AR)
- C. AR Contact Name
- D. AR Contact Phone
- E. AR Contact Email, this is the email we utilize for remittance advices when CCD is indicated.

Section II (Completed by Supplier)

- A. Bank Name
- B. Bank Address
- C. Bank Contact Name
- D. Bank Contact Phone
- E. ACH Only, no wire information allowed
- F. Bank Account Name
- G. Routing Number (9 Digits)
- H. Account Number
- I. Type of Account

Form must be signed by an authorized agent.

Completed forms should be returned to the FMP Contracts Professional