



Hawaii Petroleum Inc.  
HFN - Hawaii Fueling Network  
385 Hukilike Street Ste 101, Kahului, HI 96732  
16 Railroad Ave, Hilo, HI 96720

**FUEL CREDIT APPLICATION for SPO PRICE LIST CONTRACT NO. 17-17**

**FOR NEW ACCOUNTS**

Please complete all information requested on the attached Credit card application. Failure to complete all information requested may delay the distribution of new credit cards.

Please submit application forms to HFN by email: [hfn@hawaiipetroleum.com](mailto:hfn@hawaiipetroleum.com) or mail to 385 Hukilike Street, Ste 101, Kahului HI 96732 for Maui or 16 Railroad Ave, Hilo HI 96720 for Big Island.

Within seven (7) days upon receipt of your completed application, HFN shall establish a card number for each vehicle or if applicable, each driver listed on the application, provide a list of all assigned card numbers along with your new credit cards and mail gas credit cards to the agency at HFN expense.

**FOR EXISTING ACCOUNTS**

Agencies that have existing HFN accounts that are not currently receiving the State Procurement Office Price List contract pricing, please complete the following application and email to [hfn@hawaiipetroleum.com](mailto:hfn@hawaiipetroleum.com) with your current HFN account number in the subject line of your email.

**Any questions, please contact our office at 808-270-2802 (Maui) or 808-935-6641 (Big Island).**

Thank you for your cooperation.



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**GASOLINE FUELING AND CREDIT CARD SERVICES APPLICATION**

**BASIC INFORMATION**

Department and Jurisdiction: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Branch, if applicable: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**BILLING INFORMATION**

Monthly Statements shall be sent to:

Department and Jurisdiction: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Branch, if applicable: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Accounting Fax: \_\_\_\_\_  
 Accounting E-mail: \_\_\_\_\_

Monthly Statements payable to:

HAWAII PETROLEUM INC  
 385 HUKILIKE STREET 101, KAHULUI, HI 96732

**OPERATIONS INFORMATION**

Credit cards shall be mailed to:

Department and Jurisdiction: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Branch, if applicable: \_\_\_\_\_  
 Operations Contact Name: \_\_\_\_\_  
 Operations Phone: \_\_\_\_\_ Operations Fax: \_\_\_\_\_  
 Operations E-mail: \_\_\_\_\_  
 Alternate Operations Contact Name: \_\_\_\_\_  
 Operations Phone: \_\_\_\_\_ Operations Fax: \_\_\_\_\_  
 Operations E-mail: \_\_\_\_\_

**Note: Operations Contact will be responsible for impressing on drivers the importance of keeping their PIN confidential.**



Department and Jurisdiction: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 Branch, if applicable: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

NO.	License No. 7 digits (Alpha-Numeric)	VEHICLE DESCRIPTION				REG 87 GAS (CIRCLE) (REPLY)	PREM 92* GAS (CIRCLE) (REPLY)	HIGHWAY DIESEL (CIRCLE) (REPLY)	DRIVER IDENTIFICATION		
		MAKE 3 digits (Alpha only)	MODEL 4 digits (Alpha only)	YEAR 2 digits (Numeric)	Starting Odometer Reading** (please complete)				NO.	DRIVER NAME 10 digits (Alpha-Numeric) (OPTIONAL)	ID NO. 4 digit (Numeric) (OPTIONAL)
1						YES / NO	YES / NO	YES / NO	1		
2						YES / NO	YES / NO	YES / NO	2		
3						YES / NO	YES / NO	YES / NO	3		
4						YES / NO	YES / NO	YES / NO	4		
5						YES / NO	YES / NO	YES / NO	5		
6						YES / NO	YES / NO	YES / NO	6		
7						YES / NO	YES / NO	YES / NO	7		
8						YES / NO	YES / NO	YES / NO	8		
9						YES / NO	YES / NO	YES / NO	9		
10						YES / NO	YES / NO	YES / NO	10		
11						YES / NO	YES / NO	YES / NO	11		
12						YES / NO	YES / NO	YES / NO	12		
13						YES / NO	YES / NO	YES / NO	13		
14						YES / NO	YES / NO	YES / NO	14		
15						YES / NO	YES / NO	YES / NO	15		
Total Vehicles in Fleet (Page__ of __)											

\*\* **Note:** Agencies are requested to input starting Odometer reading (rounded to nearest whole number) currently registered in the vehicle. **All** vehicles will require Odometer Reading entry by driver prior to fueling



Hawaii Fueling Network is going paperless. That's right we are now providing customers the **option** to receive invoices electronically via e-mail. Help protect the environment, conserve resources, and receive your invoice more quickly.

Yes, please send my HFN invoices via email instead of mailing:

HFN Account# \_\_\_\_\_ *(leave blank if unknown)* Phone# \_\_\_\_\_

Email address \_\_\_\_\_ @ \_\_\_\_\_ *(please print clearly)*

Email address \_\_\_\_\_ @ \_\_\_\_\_ *(please print clearly)*

Email address \_\_\_\_\_ @ \_\_\_\_\_ *(please print clearly)*

Email address \_\_\_\_\_ @ \_\_\_\_\_ *(please print clearly)*

*(please note, only one email address is required for E-invoice, but additional addresses can be setup as well)*

I understand that HFN invoices will no longer be mailed through the USPS.

HFN Account Holder Name: \_\_\_\_\_ *(please print)*

HFN Account Holder Signature: \_\_\_\_\_ Date \_\_\_\_\_

Hawaii Petroleum Inc will rent, sell, or share your information.