



Banking Set-Up Form

To be completed by Vendor

*Please select One

- New Banking
- Change Banking
- Update Remit Contact Only

*Please select One

- EFT (*Electronic Funds Transfer)
- Wire Transfer (*Foreign bank or approval required
(Please answer IF "Wire" was selected above only.)
 - Y or N: Will this Wire be used more than once?
 - Y or N: Is this Wire required by Contract?
 - Will this wire be paid in USD or Foreign Funds:

_____ Vendor Legal Name & DBA as it appears on W-9/W-8 _____ Vendor ID requesting the receipt or payments for reimbursement, goods and/or services electronically.

FINANCIAL INSTITUTION INFORMATION: Both new and old bank information is required for Change Banking only		
* Depositor Institution (Bank) Name <i>(Applicable LATAM Countries please include Branch Code - Numeric Only)</i>	NEW	OLD
* Depository Institution Bank Address		
Vendor Legal Name & DBA <i>(As it appears on W-9/W-8)</i> AND * Name on Bank Account <i>(If different then W-9/W-8)</i>		
* Local Bank Identifier <i>(ABA, BSB, Routing #, IFSC, etc.)</i>		
SWIFT Code (Non-Us banks) <i>(8 or 11 digits only)</i>		
* Account Number		
<u>Intermediate Banking</u> Institution Name, ABA/SWIFT code, & Account Number <i>(This field is available for international banks that process payments through an intermediate institution, typically US based. Include the pay through account number if there is one)</i>		
IBAN Number (Non-US Banks) CBU CCI CLABE		
*Type of Account: Checking/ Savings		
PAYEE INFORMATION		
*Payee Address		
*Email Address (required)		
*Contact Name		
*Contact Phone:		

To support IAT/OFAC reporting, will our payments be forwarded to a financial institution outside the US? Y N (US EFT required)

Tax ID (US Vendor required) _____ VAT# (Intl Vendor if Applicable) _____

Authorized Signature: _____

Name: _____ Title: _____ Date: _____



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For changes to existing EFT/Wire vendors, both columns under Financial Institution information must be filled in. If it contains some of the same information such as the same bank name and address, type the information on one side and the word "same" on the other.

Depository Institution (Bank) Name	The name of the bank. <i>*Branch Code required for Latam Countries</i>
Depository Institution (Bank) Address	Complete Bank Address
Vendor Legal Name & DBA and Name on Bank Account	Vendor Legal Name & Bank Account Name. Both columns must be filled in. If it is the same name, type the full name in one column and the word "same" in the other.
*Local Bank Identifier (ABA, BSB, Routing #, IFSC, etc.)	Identifier used to facilitate transactions between banks specific to the country the bank resides. Such as a US or CA Routing Number, an Indian Financial System Code (IFSC), Bank State Branch (BSB) Number, etc.
SWIFT Code	Alphanumeric bank identifier available from the bank.
Account Number	Bank account number.
Intermediate Banking Field	This field is available for international banks that process payments through an intermediate institution, typically U.S. based. Include the pay through account number, if there is one.
IBAN Number, CBU, CCI OR CLABE	International Banking Account Number - provided by the bank or generated through an online IBAN generator using your banking information. <i>For Latam Countries use CBU, CCI or CLABE.</i>
Payee Address	Complete company remittance address
Email Address	Email address where an electronic remittance advice can be sent.
Contact Name	Person at your company to answer any questions regarding Wire transactions
Contact Phone Number	Phone number for the above person (Wire Contact).
IAT/OFAC reporting	If our payments to you are not being forwarded from a U.S. financial institution to a financial institution in another country, please indicate " NO " If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please indicate " YES ", please attach the banking instructions for the final destination bank institution & account.
Tax ID/VAT#	Tax ID: This is your taxpayer Identification number provided by the IRS. If you are an individual or sole proprietor, this is your social security number issued by the SSA. (Required for US Vendor.) VAT#: Value Added Tax Identification Number issued for vendors in European Union countries.
Authorized signature/Name/Title	Name of person authorized to sign for the company, title of the person signing and today's date.