



International Business Machines
1701 North Street
Endicott, NY 13760

Authorization for Electronic Funds Transfer

You hereby authorize IBM to initiate credit entries to the account listed below in connection with agreed upon Electronic Data Interchange (EDI) transactions between our companies. You agree that such transactions will be governed by the National Automated Clearing House Association (ACH) rules. This authority is to remain in effect until IBM has received written notification of termination in such time and such manner as to afford IBM a reasonable opportunity to act on it. You also authorize the Bank listed below to verify your account information as necessary to establish the EFT. IN NO EVENT SHALL IBM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE DELAY, OMISSION, OR ERROR OF AN ELECTRONIC CREDIT ENTRY, EVEN IF IBM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. You are required to provide IBM prompt written notice regarding the initiation, change, or termination of any relationship in which you authorize a Third Party to receive payment from IBM on your behalf. Payments made by IBM to a Third Party you authorize within this form to accept payments on your behalf shall satisfy any payment obligation from IBM to you and shall constitute payment in full for such obligation. This agreement shall be governed by the laws of the State of New York.

TRADING PARTNER NAME:		
PHYSICAL ADDRESS		
Street Address		
City, State, Zip		
Company Tax ID Number		
REMIT TO ADDRESS	Only list a remit address if it differs from the address above	
Street Address / PO Box		
City, State, Zip		
BANKING INFORMATION	This must be a U.S. Domestic Bank to use this form	
Name of Bank		
Street Address / PO Box		
City, State Zip		
Title on Bank Account (Should Read Exactly as Listed on Bank Statement)		
EFT INFORMATION	Obtain this information directly from your bank	
Bank ABA Number: (also known as Bank Routing Number)	_____ (Must be 9 digit number)	
Bank Account Number		
YOUR BANK CONTACT	Person at your bank who we can contact to verify Banking information	
Contact Name / Title	Name: _____	Title: _____
Contact Phone / Fax	Phone: () _____	Fax () _____
REMIT ADVICE OPTION	Check One (See instructions for help)	
Remit advice sent directly to your EDI/WOI Mailbox	_____ 1 _____ Fill in your EDI/WOI UserID above	
Remit Advice sent to your bank w/ payment	_____ 2 _____	
AUTHORIZATION <i>Authorized Signature (MUST BE SIGNED)</i>		
Signature: _____ Date: _____		
Print Name: _____		
Title: _____ E-Mail Address: _____		
Phone: () _____ Fax: () _____		

A copy of a voided check is recommended to validate you EFT banking information.

Please fax this form along with a copy of a voided check to (845) 491-3399.

EFT Authorization Form & Instructions (Domestic)

The following instructions will assist you in filling out the EFT Authorization Form accurately. All fields on this form are required for your request to be processed. These instructions are designed to prevent errors which cause delays in your EFT setup. If you have additional questions, please contact our EFT Team at eftsetup@us.ibm.com or the AP Customer Service at 607-429-4848. Additional information can be found on our internet website at [http://www1.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Electronic+Data+Interchange+\(EDI\)?OpenDocument&Parent=e-Procurement](http://www1.ibm.com/procurement/proweb.nsf/ContentDocsByTitle/United+States~Electronic+Data+Interchange+(EDI)?OpenDocument&Parent=e-Procurement)

Trading Partner Name:

This is the name of your company. Please fill out the name as it would appear on the invoice.

Physical Address:

This is your company's physical location.

Remit To Address:

This is the address for which your invoices read "send payments to:" This is not to be confused with your company's physical location; however it may be the same. A rule of thumb is: Where should payments be mailed in the event a paper check needs to be cut?

Banking Information:

This is the physical location of the bank you use. If you use a branch, please supply the branch's address in this section. If proper information is not provided, it will result in payment delays.

Title on Bank Account:

This should be the exact name as shown on your monthly Bank Statements. If the name (Title) on your bank account differs from your company name, we will need a written explanation on your company letterhead of the relationship between the name on the account and your company name. This letter can be faxed in along with the EFT Authorization Form.

EFT Information:

We recommend that you obtain this information directly from you bank. The information needed is the Routing/ABA# (American Banking Association) of your bank, and your company's individual Account #. When asking the bank for this information, let them know that IBM intends to send EFT payments to you account using the ACH (Automated Clearing House). It is important to note that IBM is sending an EFT payment through the ACH, we are not sending a Wire payment. Wire payments and EFT payments are not the same. For additional backup, we recommend that you send a copy of a voided check along with the EFT Form.

Bank Contact:

This should be an employee of your bank whom IBM can contact to verify that the banking information supplied is correct.

Remit Advice Option:

This determines where IBM sends your remittance advice for payments that are sent electronically. IBM offers two options:

Option 1 : You must be an EDI / Forms Exchange (FOX) / WOI enabled supplier to use this option. IBM will electronically send your remittance to your EDI/FOX/WOI in-box. You will normally receive your remittance advice 1 to 2 days prior to the date the funds will be available in your account. Please provide your EDI/FOX/WOI mailbox / userid in the space to the right of the option 1 check-box. Option 1 is recommended for all EDI/FOX/WOI users.

Option 2 : IBM will electronically send your remittance to your bank along with the payment. When choosing this option you will need to set up an agreement with your bank for them to forward you this information. (IBM will be sending the payment and remittance advice in an X-12 820 CTX file via the ACH).

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EFT Authorization Form & Instructions (Domestic)

Signature / Company Contact:

The form must be signed by someone in your company who has the authorization to permit IBM to electronically send payments to your company's bank account. Please provide all the requested information for this individual.

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