



International Business Machines  
1701 North Street  
Endicott, NY 13760

## Authorization for Electronic Funds Transfer

### New Setup, US (Domestic)

#### Privacy Notice:

The Electronic Funds Transfer (EFT) form collects a minimum set of personal information. The personal information collected is used for enabling the Supplier for the Electronic Funds Transfer (EFT) process and account for financial and contractual relations you have or will have with IBM. IBM is committed to protecting your privacy and will not collect personal information about you unless you choose to provide the information. Furnishing the requested Bank information is voluntary; however, a decision not to do so will require payment by another method. All fields on the form are required to be completed before submitting it for processing. The field exceptions are the asterisked (\*) fields these are required only for paper invoice submissions. The "Picture of online bank account with supplier name, bank name, account number and bank key or picture of either of these documents voided check, hard copy bank statement or bank contract." provided by you will be kept on file to ensure accuracy/integrity of the banking information provided on the Electronic Funds Transfer (EFT) form.

The information collected will be accessed by authorized IBM Personnel and protected in accordance with IBM's Data Protection & Privacy guidelines. IBM does not share personal information about our Suppliers with third parties for use in marketing their products / services. Our service providers are obligated to keep the personal information we share with them confidential and use it only to provide services specified by IBM. We will share the personal information with i.e., Financial Institutions for making Electronic Payment.

**NOTE:** For any questions on the Electronic Funds Transfer (EFT) form or the Collection, Verification or Modification of personal information, please contact our AP EFT Team at [eftsetup@us.ibm.com](mailto:eftsetup@us.ibm.com) or the Accounts Payable Customer Service by raising the online requests using the below mentioned link.

Online Request (Internal/Suppliers): <https://ibmpop.zendesk.com/hc/en>

#### Authorization for Electronic Fund 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.

\* Indicates that these fields should only be completed if applicable to you.

Have you made arrangements to transfer either a *fixed or determinate* amount of these EFT payments to or through a bank or other financial agency outside of the United States?

Yes  No

If you responded yes to the above question, then please do not proceed with completing the rest of the form. Fax the form as is to the below mentioned fax number.



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The completed form can be faxed to (845) 491 3399 or mailed to: IBM Accounts Payable, 1701 North Street, Endicott, NY 13760 or emailed to [eftsetup@us.ibm.com](mailto:eftsetup@us.ibm.com)

Questions can be directed to AP EFT Team at [eftsetup@us.ibm.com](mailto:eftsetup@us.ibm.com) or the Accounts Payable Customer Service Center at by raising the online requests using the below mentioned link.

Online Request (Internal/Suppliers): <https://ibmpop.zendesk.com/hc/en>

Vendor Legal Name	
Business Name (DBA Name) - if different from above	
Remit to Address	
Street Address / PO Box #	
City / Town	
District / Province	
Postal Code	
Country	

**\*\*REQUIRED: Include a Picture of online bank account with supplier name, bank name, account number and bank key or picture of either of these documents voided check, hard copy bank statement or bank contract.\*\***

**Must be US Bank**

Bank Name	
Bank Address (Full Address)	
Bank Account Number (Checking Account Only)	
9 Digits Bank ABA Number: (Also known as Bank Routing Number and must be valid for ACH Transactions)	



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## Authorization for Electronic Funds Transfer

### AR / Finance Contact details

<u>Authorized Person</u> - Name	
<u>Authorized Person</u> - Contact#	Phone:
<u>Authorized Person</u> - Email ID	

### Remittance Advice Option

<b>REMITTANCE ADVICE OPTION</b>		(Indicate desired option with a check mark)
* Remittance advice sent to your Bank	<input type="checkbox"/>	
* Remittance advice sent to you via Email	<input type="checkbox"/>	Email Id:



## **Instructions to follow while filling out the IBM EFT Authorization Form**

The following instructions will assist you in filling out the EFT Authorization Form accurately.

If you have additional questions, please contact our AP EFT Team at [eftsetup@us.ibm.com](mailto:eftsetup@us.ibm.com) or the Accounts Payable Customer Service Center by raising the online requests using the below mentioned link.

Online Request (Internal/Suppliers): <https://ibmpop.zendesk.com/hc/en>

**All fields on this form are required for your request to be processed. These instructions are designed to prevent errors which cause delays with the EFT Setup Process:**

### **Vendor details**

**Vendor Legal Name:** The legal name of the Vendor. (e.g. same name that on W9 form's point 1 – 'Name as shown on your income tax return' field)

**Business Name (DBA Name)** – the business name of the Vendor – if different from the legal name. (e.g. same that on W9 form's point 2 – 'Business Name/disregarded entity). Otherwise leave this field empty.

**Vendor Address:** it should be the remit to address. This is the address which we would mail a check if any problem arises in executing electronic payment.

### **Banking Information**

We recommend that you obtain this information directly from your Bank. Required Information:

- **Routing/ABA Number of your bank** (ABA = American Banking Association): please provide the routing number / ABA code of your bank in this field. It is important to note that IBM is sending the EFT payment as an ACH transaction. Therefore, the ABA Number must be a valid one for these types of transactions to receive ACH Payments.
- **Bank Account Number:** please provide your bank account in this field.

**Note:** EFT payment is NOT a Wire.

**In addition, please provide a Picture of online bank account with supplier name, bank name, account number and bank key or picture of either of these documents: voided check, hard copy bank statement or bank contract; along with duly filled EFT Form as it is mandatory to check the accuracy of banking details provided on the EFT form.**

### **Remittance Advice Option**

- If you invoice to IBM Electronically (via EDI / WOI / Ariba) your remittance advice (i.e. details of the payment) will automatically be sent to you via the same method as used for invoicing and you do not need to fill out the below table.

- If you do **not** invoice **electronically** through EDI/WOI/Ariba, you can choose one of the following remittance advice options:

**Option 1:** IBM will electronically send the remittance advice 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).

**Option 2:** IBM will send the remittance advice via email to the provided email id