

# Fidelity Investments

## Electronic Fund Transfer ("EFT") Payment Authorization

The undersigned ("Payee") authorizes Fidelity Investments ("Fidelity") to initiate accounts payable payments by EFT to my (our) Checking Account/Savings Account indicated below at the Depository Institution named below. Fidelity acknowledges that the origination of EFT transactions to your account will comply with the provisions of the National Automated Clearing House Association ("NACHA") Regulations.

**In connection with electronic fund transfers, the Payee agrees as follows:**

- 1) In addition to filling out this form, please provide completed current signed and dated IRS form W-9 and one of the following: Copy of a voided check, invoice with banking details or company/bank letter with banking details.
- 2) Payee has confirmed its Depository Institution is able to receive electronic fund transfers from Fidelity's originating bank directly, or from a correspondent bank or through an automated clearing house or any other electronic payment network designated or approved by Fidelity from time to time.
- 3) Payee may, at least 30 days prior to the effective date of the next electronic fund payment by Fidelity, change any portion of the information provided in this document by submitting to Fidelity an amended payment authorization in a form acceptable to Fidelity.
- 4) The EFT settlement date will be determined by adding one business day to the time period for which EFT payment is remitted. For example, for the EFT payments remitted on January 25th, the EFT will settle on January 26th. If the settlement date is a non-banking day, the EFT will occur the following day on which both Fidelity's originating bank and Payee's Depository Institution are available to transmit and receive electronic funds transfers.
- 5) Remittance information will be included in the ACH file sent or will be provided by a Fidelity online vendor portal.

**To prevent delay in setting up Electronic Funds Transfers, typing is recommended for purposes of legibility.**

**All fields ARE required in order to be set up.**

I Payee Company	
Payee Name (include any dba names*):	_____
Payee Address:	_____
City:	State: _____ Zip: _____
Contact:	Phone: _____
Contact Email:	Fax: _____
Remit Email	(where notification of payment will be sent)
Tax ID:	_____

II Payee Depository Institution Information	
Bank Name	Bank Contact Name: _____
Bank Address:	Bank Contact Phone: _____
	Bank Contact Email: _____
Account Type (Choose One)	<input type="radio"/> < Checking <input type="radio"/> < Savings <input type="radio"/> < Other
Routing Number:	Account Number: _____
ACH Format:	<input checked="" type="radio"/> <b>CCD+</b> <input type="radio"/> <b>CTX</b>
<i>Select One of the above</i>	

III Authorizations	
Treasurer, CFO or other duly authorized representative (Signature)	Date
Treasurer, CFO or other duly authorized representative (Print)	Title
<p><i>By signing I verify that the information provided in this document is accurate and that I am duly authorized to enter into such an agreement. The Payee will be responsible for any loss which may occur by reason of any error or fraud arising from the information provided to Fidelity on this form, or the Payee's failure to follow the procedure set forth in this document. The Payee agrees that it shall be solely responsible for assuring that Fidelity is in receipt of the information necessary to effectuate the electronic funds transfer.</i></p>	

IV Verifiable Information	
<p><b>Attach to this completed form: Current completed form W-9 signed and dated with one of the following: copy of voided check, invoice with banking details or company/bank letter head with banking details.</b></p>	
Fidelity Contact Name: _____	Fidelity Contact Tel. Number: _____

\* List any "DBA" names (business names other than those shown on line I of the included W-9) that you will invoice under.

Email completed EFT form, ALONG WITH VERIFIABLE INFORMATION (see section IV of EFT form) to [FidelitySpendWorks@fmr.com](mailto:FidelitySpendWorks@fmr.com).  
**Copy of a voided check, invoice with banking details, company/bank letter with banking details.**

# Fidelity Investments

## Information & Instructions for Electronic Funds Transfer (“EFT”) Authorization Form

### PURPOSE

At Fidelity Investments, we realize prompt payment is essential to our vendors. To ensure prompt availability of funds, we are offering a program known as EFT where you will receive payments through direct deposit to your bank account. Payment by EFT will provide several benefits to you. Utilizing this electronic payment program will eliminate the possibility of lost checks and check fraud as well as provide possible efficiencies in updating accounts receivables.

### INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

All fields ARE required in order to be set up.

*To prevent delay in setting up Electronic Funds Transfers, please follow the instructions below. Typing is recommended for purposes of legibility.*

#### I. Payee/Company Information

Payee Name: Please use legal name of organization, company or individual.  
- This should agree with the name on your W-9 form filed with Fidelity Investments. Electronic payments may be delayed if the names do not match.

Payee Address: Please put your current mailing address that payment information is sent to.  
Contact: Please list name of person we should contact about payment information.\*  
Phone: Please list phone number of contact person.  
Contact E-Mail: Please list e-mail of contact person.  
Remit Email: Email where you would like to receive notifications that payments have been made. Due to the possibility of AR contact turnover you may wish to send remittances to a central mailbox address.  
Please note that the remittance detail may also be accessed by logging on to the Fidelity vendor portal.  
Please email [FidelitySpendWorks@fmr.com](mailto:FidelitySpendWorks@fmr.com) to request access to Fidelity’s vendor portal.

Fax: Please list fax of contact person.  
Tax Identification #: You should list your business’ Federal Tax Identification number.

#### II. Bank Information

Bank Name: Name of the Financial Institution where your payments will be sent.  
Bank Contact Name: Name of Financial Institution contact person.  
Bank Address: Address of Financial Institution.  
Bank Contact Phone: Phone number of your Financial Institution contact.  
Bank Contact Email: Email of your Financial Institution contact.  
Account Type: Please indicate whether funds will be deposited into a savings, checking or other account.  
- **Because the numbers on the bottom of your Check are not always the numbers banks want you to use for ACH payments (due to mergers and other issues) it is best to verify your Account Number and Depository Routing Number with your Financial Institution.**

Routing Number: Please type the name of your depository Routing Number (ABA).  
Account Number: Please type your account number.  
ACH Format: Please select the ACH File Format supported by your bank (select one). CCD+ is the most common transmission format selected.  
**CCD+** This format transmits a single invoice record with the ACH payment to your bank regardless of the number of invoices paid.  
**CTX** This format transmits a complex invoice addenda record with the ACH payment to your bank

#### III. Payee Authorization

Authorizing Name: Please sign and print legibly the name of the person duly authorized by your organization to sign this form.  
Date: Please indicate the date the form was authorized.  
Business Title: Please indicate title of person who signed this form.

#### IV. Verifiable Information

Requirement 1: Completed current signed and dated IRS form W-9.  
and  
Requirement 2: One of the following: Copy of a voided check, invoice with banking details or company/bank letter with banking details.

**Please note that any voided checks that are NOT pre-printed will not be accepted. For example, starter checks are NOT accepted. Any checks with hand-written information will not be accepted, especially if the account number and account names are hand-written. The name on the bank account MUST match the vendor name, whether it is a business or a sole proprietor. These rules apply in all instances including account information changes.**

Email completed EFT form, ALONG WITH VERIFIABLE INFORMATION (see section IV of EFT form) to [FidelitySpendWorks@fmr.com](mailto:FidelitySpendWorks@fmr.com).

Copy of a voided check, invoice with banking details, company/bank letter with banking details.