



**Vendor Name:**

*Internal Use:*

**Vendor Number:**

**Company Code(s):**

**EFT: ACH – Domestic USA or Wire - International**

Currency	
Beneficiary name/acct holder	
Bank account number	
Bank name	
Bank address	
Bank transit routing number (ABA)	
SWIFT ID*	
CHIPS (UID) number (if known)*	
Corresponding/Intermediary Bank Name*	
Corresponding/Intermediary Bank Account #*	
Corresponding/Intermediary Bank Transit Routing #*	
Company contact name & title	
Company contact phone / email	
Remittance e-mail address	
Last 2 payments received from Richs	
Company Authorized Signor – signature / title	
Date signed	

You must include a corporate officer signed letter, containing bank account information on company letterhead or bank signed letter with account info (no more than 12 months old).

Once this form has been returned to us, we will notify you when we are ready to do a test payment. Once you've confirmed that the payment has been received we will set your company up as an EFT vendor. Our current EFT schedule has payments made on Tue & Fri based on the terms of the invoice.

Please notify us immediately if banking information changes. Resulting fees may be deducted from a future payment.

Feel free to contact us with any questions

**Rich Products Accounts Payable Team**  
**apinquiries@rich.com**

\*Typically for International vendors.