

ACH & Wire Transfer Authorization Form



Vendor Information

Vendor Name

Tax Name (if different from Vendor Name)

Tax ID (Foreign or Domestic)

By printing or signing my name via handwritten or electronic signature, I confirm my authority to issue these instructions and authorize Universal Music Group to initiate automatic deposits to my account at the financial institution named below. You consent to and direct us to obtain a consumer report or other information, from time to time, connected with the payments we make to you. I also authorize Universal Music Group to correct any entries, if a credit entry is made in error, by debiting my account to the extent of the overpayment.

Further, I agree not to hold **Universal Music Group** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This authorization will remain in effect until Universal Music Group receives prior written notice of cancellation from my financial institution or me, or until I submit a new form. Changes require seven business days to process.

Digital Signature of Vendor or Vendor's Representative

Date

Printed Name

Relationship to Vendor

Title

Email

Phone

ACH or Domestic Wire (U.S. Vendors)

Account Holder's Name

Bank Name

Reason Vendor Name and Account Holder's Name Do Not Match (if Applicable)

Bank Account Number

Routing Number

Bank Address (Street, City, State, Zip Code)

Account Type

Checking

Savings

Other

Cross-Border Wire (Foreign Vendors)

Account Holder's Name

Bank Name

Bank Address (Street, City, State, Zip Code)

Account Number

SWIFT Code

Account Type

IBAN – Europe

CLABE – Mexico

IBAN or CLABE Number

International Routing Code Type

Transit Code – Canada

Sort Code – UK

BSB – Australia

SUCURSAL – Mexico

IFSC – India

Other

Canada Banks: For USD wire transfers, does your bank use an intermediary bank?

Intermediary Bank Information (applicable to all Canadian Banks)

Name of Bank

Account Number

Wire Routing Number / SWIFT Code

Bank Address (Street, City, State, Zip Code)

Additional Credit To Information (if required)

Account Holder's Name

Account Number

Bank Address (Street, City, State, Zip Code)

Please return this form to your UMG contact.

Last modified January 20, 2021 7:54 PM

Form Instructions

UMG requires vendors to complete all forms electronically to increase legibility and reduce the possibility of errors. Please type the required information and return to your UMG contact.

Banking Information

Please complete all fields in the banking information section. If your Bank Account Holder Name does not match your Vendor Name, you must indicate the reason in the area below the Account Holder's Name field.

Kindly attach only one of the following with the ACH Wire Transfer Authorization Form to verify ownership of the bank account provided:

- Bank statement with full Account holder name and full Account number (balances, transactions can be redacted)
- Screen shot of online banking site with complete URL, Account holder's name, Routing and Account number
- A letter from the financial institution verifying bank account ownership. The letter must include:

US Bank Account

- Account holder's name Account Number
- Bank Routing (ABA) number

Note: If Vendor's name and Account Holder's name do not match, you are required to submit a hand signed letter of direction.

International Bank (Foreign)

- Account holder's name Account Number
- IBAN or CLABE (Mexico) or SWIFT/Sort or BSB (Australia)
- Intermediary Bank Information (if applicable)
- Bank Institution and Branch Transit codes (Canada)

Bank Verification – Canada

Because a simple voided check or bank statement does not include the additional information Canadian banks require to transfer the funds, a hand-signed, stamped letter from your bank is required and should include:

- Account holder name
- Bank account number
- Bank Institution code
- Transit number
- Institution number
- Confirmation on whether the bank uses an Intermediary Bank
- Intermediary Bank details if bank confirms its use

Questions about this form and its requirements may be directed to your UMG contact.