



International Business Machines
1701 North Street
Endicott, NY 13760

Authorization for International Electronic Funds Transfer

New Setup, International EFT

(Vendors located in NON-US Country, with NON-US Bank Account & Invoices in USD Currency)

The completed form can be emailed to apremit@us.ibm.com or be faxed to (845) 491 3399 or mailed to: IBM Accounts Payable, 1701 North Street, Endicott, NY 13760. Questions can be directed to the AP Remit Team at apremit@us.ibm.com or the Accounts Payable Customer Service Center by raising an online request at the link: <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	
State / District / Province	
Postal Code	
Country	

****REQUIRED: please provide a preferably picture or a *.pdf of a: hard or online bank statement, contract, voided check or a Bank Letter (if either stamped, or notarized with signature, or water sealed letter from the bank with signature) with account holder name, bank name, account number and bank key.****

Beneficiary Bank Name	
Bank Address (Full Address – including street address/PO box; City/Town; Postal/ZIP code; Country)	
Bank Key (if applicable) (called as bank identification number as well)	
Bank Account Number (USD)	
IBAN* (International Bank Account Number) – if applicable	
Swift Code	
Intermediary Bank	

*Note: IBAN is mandatory in some countries (e.g. European Countries)



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AR / Finance Contact details

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

Remittance Advice Option

<u>Email ID:</u> (IBM will send the remittance advice via email to the provided email id)	
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Privacy Notice:

The International Electronic Funds Transfer (Foreign EFT) form collects a minimum set of personal information. The personal information collected is used for enabling the payee for the International Electronic Funds Transfer (Foreign 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 "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." you provide will be kept on file to ensure accuracy/integrity of the Banking information provided on the International Electronic Funds Transfer (Foreign 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 personal information with i.e., financial institutions for making electronic payment.

NOTE: For any questions on the International Electronic Funds Transfer (Foreign EFT) form or the collection, verification, or modification of personal information, please contact our EFT team at 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 International 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 International 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.



Instructions to follow while filling the IBM International EFT Authorization Form:

The following instructions will assist you in filling the IBM International EFT Authorization form accurately.

If you have additional questions, please contact our AP Remit Team at apremit@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 International EFT Setup Process:

Vendor details

Vendor Legal Name: The legal name of the Vendor.

Business Name (DBA Name) – please provide the business name of the Vendor – if different from the legal name. 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 (valid for both New and Old bank account sections):

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

- **Bank's name and address** – please provide your bank's name and its address (where the account is held)
- **Bank key:** it is the bank's identification number which is called differently country by country, but usually it is called as routing number or routing code.
- **Bank Account Number:** the bank account number you would like to receive IBM initiated payments. Please provide such bank account that can accept USD.
- **IBAN:** please provide your IBAN if it is applicable. It is mandatory for some countries e.g. European Countries, Costa Rica. If IBAN is not applicable in your bank's country, please leave the field empty.
- **SWIFT code** – bank identification standard code which is either 8 or 11 digits and used to specify a particular bank or branch. You can usually find your bank's SWIFT/BIC code in your bank account statements.
- **INTERMEDIARY BANK:** The Intermediary Bank Swift Code that is associated with your Beneficiary Bank Account Swift Code

In addition, please provide a preferably picture or a *.pdf of a: hard or online bank statement, contract, voided check or a Bank Letter (if either stamped, or notarized with signature, or water sealed letter from the bank with signature) with account holder name, bank name, account number and bank key – along with duly filled EFT Form as it is mandatory to check the accuracy of banking details provided on the EFT form.