

Please Write Clearly or Type Information, and complete all required fields.



Internal Use Only Vendor No.

 New

 Change

ACH Authorization Agreement and Enrollment for Direct Deposit and Remittance Advice

Mail To: Penguin Random House LLC Attn: Accounts Payable Dept. 400 Hahn Rd Westminster, MD 21157 Fax to: (410) 386-7339 Email to: AP-VM@penguinrandomhouse.com	Please complete this form and send with voided check or bank verification letter to the address, fax, or email listed to the left. The bank verification letter must be on bank letterhead and include the following: 1) the ACH ABA Routing & Transit #, 2) bank name and address, 3) your account name and number, and 4) the bank representative's name and contact information. The ABA # on the voided check or bank letter must match the ACH ABA # provided below. If you have any questions or need assistance with this form, please call Penguin Random House Accounts Payable Office at 888-RH-PAYME.
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Federal Tax Identification Number or Social Security Number	Type or use black ink to fill out form
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Vendor Information	Name (as shown on the Bank Account)			* Not required if information is the same as APPROVER below. * Contact Name within company (this should not be a bank)
	Address			* Contact Telephone No. within company (including area code)
				* Contact Email at company
	City	State	Zip Code	Effective Date, if other than "as soon as possible":

Bank Information	Name		
	Address		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings "ACH" ABA Routing & Transit Number (9 digits)
	City	State	Zip Code
	Depositor Account Number		

Remit Information	Please choose ONE method for receipt of remittance advice: <input type="checkbox"/> None (ACH pmt only) <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Email (Excel)		
	Remittance Email Address: (only one address can be used - please create & provide a distribution email address for multiple users)		

By signing this form, I authorize Penguin Random House LLC to initiate electronic credit entries to the checking or savings account at the financial institution indicated above. I understand that payments and reimbursements may be made by Penguin Random House LLC to me or the vendor I represent and only to the bank account indicated. Any change to the bank account or to a new financial institution will require submission of a new ACH Authorization and Enrollment Form. Failure to notify Penguin Random House's Accounts Payable Department of an account change will delay payment.

Approver	Signature of Authorized Official (company officer, owner, or sole proprietor)		Signature Date
	Print or Type Authorized Official's Name	Telephone Number (include area code)	Email address
	Authorized Official's Title (president, CFO, controller, owner, freelancer, author, etc.)		Fax number