Penguin Random House

| Internal Use Only Vendor No. |
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| |

☐ **New** ☐ **Change**

# France Foreign/International
# Authorization Agreement and Enrollment for Direct Deposit and Remittance Advice

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|---|---|
| Mail To: Penguin Random House LLC<br>Attn: Accounts Payable Department<br>400 Hahn Rd<br>Westminster, MD 21157<br><br>Fax to: (410) 386-7339<br><br>Email to: AP-VM@penguinrandomhouse.com | Please complete this form and attach Releve d'Identite Bancaire (RIB) form 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 IBAN and SWIFT code, 2) bank name and address, 3) your account name and number, and 4) the bank representative's name and contact information. The IBAN and SWIFT code must match in the account details 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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| Vendor U.S. Tin, if any ▶<br>☐ SSN or ITIN ☐ EIN ---------- | Type or use black ink to fill out form |

**Vendor Information**

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| Name (as shown on the Bank Account) | Contact Name |
| Address (number and street) | Contact Telephone Number (include country calling codes) |
| | Contact Email |
| City or town, province or state, and country | Effective Date, if other than as soon as possible: |
| ZIP or foreign postal code | |

**Bank Information**

| | |
|---|---|
| Name | Type of Account ☐ Checking ☐ Savings |
| Address (number and street) | City or town, province or state, and country |
| | ZIP or foreign postal code |

IBAN (required) and SWIFT CODE

SWIFT CODE (BIC) ☐☐☐☐☐☐☐☐☐☐☐

IBAN F R ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

**Remit Information**

Please choose **ONE** method for receipt of remittance advice:

☐ None (payment only) ☐ Email (PDF) ☐ Email (Excel)

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| Remittance Email Address: (only one address can be used) | Remittance detail: 1-20 Characters (Optional) |

**Note: All electronic payments will be made in foreign currency and not USD.**

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 identified 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 "Authorization Agreement 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 |