Penguin Random House

Internal Use Only Vendor No.

☐ **New** ☐ **Change**

UK and Northern Ireland Foreign/International
Authorization Agreement and Enrollment for Direct Deposit and Remittance Advice

Mail To: Penguin Random House LLC Attn: Accounts Payable Department 400 Hahn Rd Westminster, MD 21157 Fax to: (410) 386-7339 Email to: AP-VM@penguinrandomhouse.com	Please complete this form and attach a 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 Bank Identification Code (BIC), 2) bank name and address, 3) your account name and number, and 4) the bank representative's name and contact information. The BIC on the voided check or bank letter must match the BIC number 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.

Vendor U.S. Tin, if any ▶ ☐ SSN or ITIN ☐ EIN ----------	Type or use black ink to fill out form

Vendor Information

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)	Sort Code, Bank Identification Code (BIC) ☐☐☐☐☐☐
City or town, province or state, and country	Do you bank with a Building Society? If yes, please enter building society number below. If no, only indicate Depositor Account no.
ZIP or foreign postal code	☐ NO ☐ YES
Building Society Number ☐☐☐☐☐☐☐☐☐☐☐	Depositor Bank Account No. ☐☐☐☐☐☐☐☐☐☐☐

Remit Information

Please choose **ONE** method for receipt of remittance advice: ☐ None (payment only) ☐ Email (PDF) ☐ Email (Excel)
Remittance Email Address: (only one address can be used)

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