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Corporate Imaging Concepts dba eCompany Store is in the process of transferring our suppliers from check payments to payment by ACH transaction. This will allow you to receive payments directly into your bank account **within two days after payments are processed.**

Vendor Name	
Vendor Remittance Address	
Bank Name	
Bank Address	
Name Listed on Bank Account/Lockbox	
ACH Routing Number (must be 9 digits)	
Bank Account Number	
<b>Email Address for Remittance Details</b>	
Accounts Receivable Contact Name	
Phone Number	
Account Type ( Checking or Savings)	
Does your bank process CTX payments?	
Authorization Signature	
Print Name and Title	
Date	

ACCOUNTING USE ONLY:

Vendor # \_\_\_\_\_

Banking Info Updated: \_\_\_\_\_ Bank Y/N      SAP: \_\_\_\_\_ Y/N

Date Completed: \_\_\_\_\_      Initials: \_\_\_\_\_