TÉCNICO CORPORATION

VENDOR ELECTRONIC FUNDS TRANSFER
Authorization and Change Form

Técnico Corporation
Accounts Payable Department
831 Industrial Avenue
Chesapeake, VA 23324
757-545-4013

Information & Instructions for Vendor ACH Form
(PLEASE READ ALL INSTRUCTIONS CAREFULLY)

Purpose

At Técnico, we realize prompt payment is essential to our vendors. To ensure prompt availability of funds, we are offering a program known as ACH where you will receive payment through direct deposit to your bank account. Payment by ACH will provide several benefits to you. Utilizing this electronic payment program will eliminate the possibility of lost checks and check fraud. It will also eliminate mail time allowing you to receive your payment earlier. Funds will be available to you immediately upon receipt in your bank account.

How does payment by ACH Work?

Vendors in our system are paid either by check or by ACH. **When a vendor selects ACH as their payment method, they will be selecting electronic payments for all payments from Técnico for which their vendor number is used.** Once a vendor is set up for ACH payments, all future payments will be processed by this method.

ACH payments are processed along with check payments once a week, currently on Thursday. The ACH payment file is transmitted to our processing center the same day and the ACH file is then sent to the bank with effective dates of Friday. **Funds are normally available to you within 1-2 business days of the effective date of deposit.**

You will separately receive a detail remittance advice via email when ACH payments are transmitted notifying you of payment processing and providing information for applying the payment to all invoices and items paid.

INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

To prevent delay in setting up Electronic Funds Transfers, please follow the instructions below. ALL fields are required to authorize use of ACH payment.

I. Payee/Company Information

Vendor Name: Please use legal name of organization, company or individual. This should agree with the name on your **W-9 form filed with Técnico**. Electronic payments **will not** start if the names do not match. Please submit a **new W-9 form along with this form** to keep in compliance with/IRS Regulations. To complete, visit https://www.irs.gov/pub/irs-pdf/fw9.pdf

Vendor Address: Please put your current mailing address that the payment information is sent to.

Contact: Please list the name of the person we should contact about payment information.

Phone: Please list phone number of contact person

Federal Tax Identification Number: You should list your business Federal Tax Identification Number.

**If you list this, you should not list a social security number.*

Social Security Number: If you **do not** have a **Federal Tax Identification Number** please list the Social Security number you want this payment information linked to.

II. Bank Information

Bank Name: Name of Financial Institution your payments will be sent to.
Account Type: Please indicate whether funds will be deposited into a savings or checking account.

Because the numbers on the bottom of your check are not always the number banks want you to use for ACH payments (due to mergers and other issues) it is best to verify your Account Number and Depository Routing Number with your Financial Institution.

Transit Routing Number: Please clearly write your depository Routing Number. **Typing is best for purposes of legibility.**

Account Number: Please clearly write your account number. **Typing is best for purposes of legibility.**

III. Notification of Payment

E-mail: Please provide an e-mail address for notification of your account set up and for transmission of remittance advices.

IV. Vendor Authorization

Vendor Name: Please print and sign legibly the name of the person authorized to sign this form.
Business Title: Please indicate title of person who signed this form.

V. Documentation of Bank Account

One of the following must be attached to the Electronic Funds Authorization form to ensure accuracy:

- For direct deposit to checking account, please attach a voided check.
- For direct deposit to savings account, please attach a letter from your bank with your routing and account numbers.

VI. Return Form

Return completed form, bank letter or voided check, and W-9 *(first page only)* via one of the following methods:

Email: ap-payments@tecnicocorp.com
Fax: 757-545-4925
Mail: Técnico Corporation
Accounts Payable Department
831 Industrial Avenue
Chesapeake, VA 23324

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All of the listed guidelines MUST be completed to process this form:

- By including an account in the following table, you are authorizing the incoming EFT entries to post to the specified account. Please check the appropriate box in the following table to indicate whether you are adding, deleting or modifying a single entry option for the specified account.
- Attach a VOIDED CHECK or a LETTER FROM YOUR BANK to verify the account and routing numbers for your account. (WE MUST HAVE THIS INFORMATION FOR ALL NEW ACCOUNTS)
- Please make sure that you write your name, date, company name and address.
- Tecnico will send an e-mail confirmation when your first direct deposit is sent to your bank account.

Allow two weeks after receipt of form for processing. Make a copy of this form for future reference.

ACCOUNT INFORMATION (check appropriate box or boxes)

COMPANY INFO

☐ New Account Request ☐ Change Existing Account ☐ Delete Existing

Name of Company

Address

Contact Name

Email Address

Phone Number

Federal Tax ID#/SS#

Remittance Advice Email Address

BANK INFO

Name of Bank

Routing Number
(first 9 character field at bottom left of check)

Account Number ☐ Checking ☐ Savings

SIGNATURE: This has been signed and delivered by the person whose name is printed below. I represent and warrant that I am the authorized representative for said company, and that I have taken all action required by my company's organizational documents to authorize me to sign and deliver this document on their behalf.

Authorized Signature	Clearly Print Name	Title	Date

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Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Exempt payee

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ....

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number

☐☐ - ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.