

ACH AUTHORIZATION FORM

VENDOR INFORMATION

Vendor's Name		
Phone Number		
Email		
Legal Address (Street, City, State, Zip)		
Contact or Representative's Name		
ACH Status	Start	Change

VENDOR BANK INFORMATION

Account Holder's Name		
Account Number		
ABA/Routing Number		
Bank Name		
Bank Address (Street, City, State, Zip)		
Branch Phone Number		
Account Type (select only one)	Checking	Savings
Reason Bank Account Name does not match Vendor Name (type in the space below if applicable)		

AUTHORIZATION AGREEMENT

By printing and/or signing my name via handwritten or electronic signature I hereby confirm my authority to issue these instructions and to authorize **Universal Music Group** to initiate automatic deposits via ACH to my account at the financial institution named below. You consent to and direct us to obtain a consumer report or other information, from time to time, in connection with the payments we make to you. I also authorize Universal Music Group to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Universal Music Group responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This authorization remains in effect until Universal Music Group receives prior written notice of cancellation from me or my financial institution, or until I submit a new ACH Authorization Form. Changes require a minimum of 7 business days to process.

Printed Name & Title	Date
Signature	
Relationship to Vendor	

Please attach your bank verification document(s) and return this form to your UMG contact.

Form Instructions

UMG requires vendors to submit all forms electronically. Please **type** the information in each field and return the completed form to your UMG contact.

Vendor Information

- Vendor Name (must match the bank account verification documents provided, see below)
- Vendor's Phone Number
- Vendor's Email (payment confirmations are sent via email unless otherwise specified)
- Vendor's Legal Address
- Vendor's Contact or Representative Name
- Check only one box to indicate ACH Status

Banking Information

Please complete all fields in the banking information section. If the Bank Name and Vendor Name do not match, you must indicate the reason in the field provided.

Verification of bank account ownership is required. Please submit **only one** of the following together with the ACH Authorization Form (generic examples are provided on the next page):

- A voided check for the bank account indicated on the form. The check must have the vendor's name printed on it. **(A)**
- A bank statement together with bank documentation that verifies the routing number for the account
- A letter from the financial institution verifying bank account ownership. The letter must be signed by the banking representative and must include the four elements below. **(B)**
- A letter, printout or screen shot from an online banking site or mobile banking application containing the four elements below. **(C)**
 - Bank Name
 - Bank Account Owner Name,
 - Account Number and
 - Bank Routing (ABA) number

Authorization Agreement

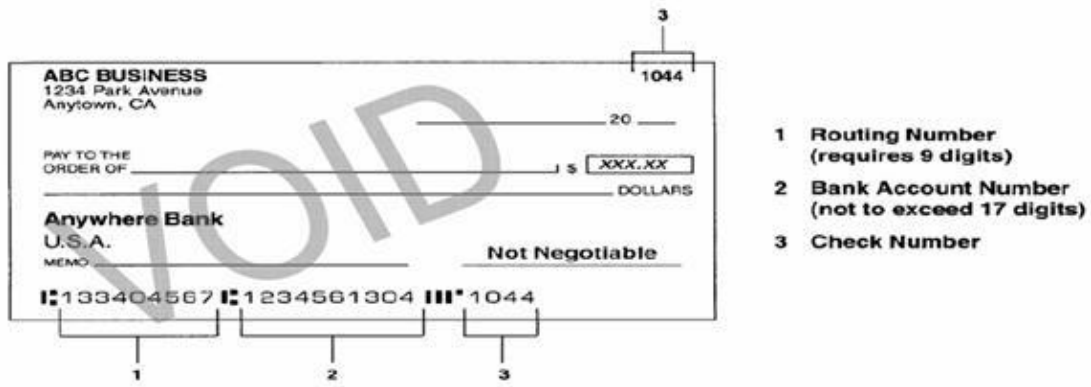
Please read the Authorization Agreement and complete all fields below.

- Printed Name & Title
- Date
- Signature
- Relationship to Vendor

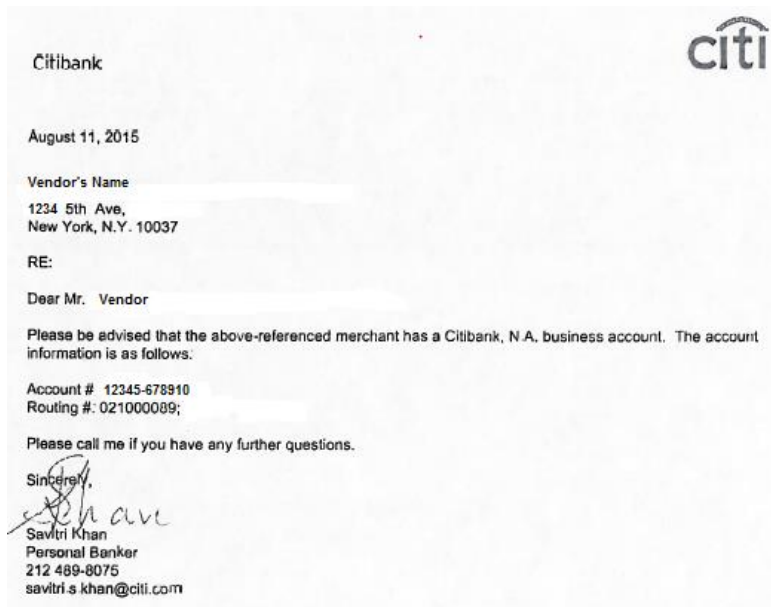
Questions about this form and its requirements may be directed to your UMG contact.

Examples of Bank Verification Documents (please submit only one)

A. A voided check for the bank account indicated on the form. The check must have the vendor's name printed on it.



B. A letter from the financial institution verifying bank account ownership and signed by the representative. The letter must include: Bank Name, Bank Account Owner Name, Account Number and Routing Number.



C. A letter, printout or screen shot from an online banking site or mobile banking application containing: Bank Name, Bank Account Owner Name, Account Number and Routing Number.

