



## Form Instructions

As of January 1, 2014 UMG requires vendors to submit all forms to be electronically. To increase legibility and reduce the possibility of errors, please **type** the required information and return the form to your UMG contact.

### Vendor's Information (Required Fields)

- Date
- Vendor Name (must match the bank account verification documents provided, see below)
- Vendor Address
- SSN/FID
- Vendor's Contact Name
- Vendor's Phone Number
- Vendor's Email (payment confirmations are sent via email unless otherwise specified)
- Vendor Signature (hand signing is optional; may be typed in the field)
- Vendor or Representative's printed name
- Relationship to Vendor (e.g., Self, Employee, Agent, Attorney, Manager etc.)
- Title (e.g., Accounts Payable Manager, VP Finance etc.)
- Date

### Banking Information

Please complete all fields in the banking information section. If the Bank Name does not match the Vendor Name you must indicate the reason in the field below the Bank Name.

Verification of bank account ownership is required. Please submit **only one** of the following with the Wire Transfer Authorization Form:

- A voided check for the bank account indicated on the form. The check must have the vendor's name printed on it.
- 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 include:
  - Vendor Name,
  - Account Number and
  - Bank Routing (ABA) number and/or
  - IBAN, if applicable
  - SWIFT, if applicable
  - Intermediary Bank Information, if applicable
  - International Bank Information, if applicable

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