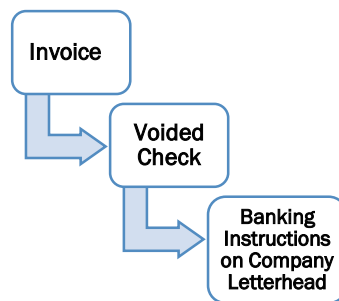


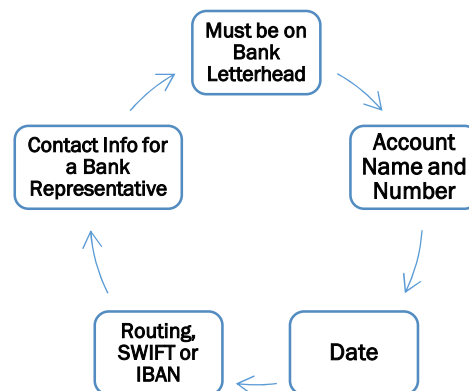
## Policy Change – Vendor Bank Verification


**Purpose:** In an effort to streamline our processes and workflows to improve efficiencies which includes risk mitigation, Treasury will implement new standards in our verification methods designed to minimize potential exposure to fraud.

**Effective Immediately** the following forms are no longer considered acceptable documentation for Bank Verifications:



Vendors requesting to be paid electronically will be required to provide a Bank Letter for account verification. The new mandate is applicable to Exception Vendors e.g., Business Partners transitioning from paper to electronic payments who are unable to update their banking via the Coupa Portal. There will be **no exceptions** to this protocol. Although the format of the letter will vary depending on the bank, all letters must have the components outlined below:



 It is highly recommended for Vendors to utilize the Coupa Portal to complete the Onboarding process and to set-up electronic banking. Vendors who engage using this method **will not** be required to provide the additional documentation.



Below, is an example of a Bank Letter which can be obtained In-person, by phone or online from any Financial Institution.



May 3, 2016  
[REDACTED]

Regarding: Account / Routing Number Confirmation

Please accept this letter as confirmation that according to our records, the account referenced below is maintained at Bank of America, N.A. with the following information:

Account number: [REDACTED]  
Active ACH Blocks/Filters on file [REDACTED]  
Routing number ACH/EFT [REDACTED]  
Routing number DOM. WIRES [REDACTED]  
SWIFT Code INTL WIRES [REDACTED]  
Account Name: [REDACTED]  
Account Address: [REDACTED]

The information set forth above is as of 05/03/16. Please note that the information provided by the Bank in this letter is given as of the date of this letter and is subject to change without notice, and is provided in strict confidence to you for your own use only, without any responsibility, guarantee, representation, warranty (expressed or implied), commitment or liability on the part of the Bank, its parents, subsidiaries or affiliates or any of its or their directors, officers or employees to you or any third party, and none of them assumes any duties or obligations to you in connection herewith. This letter is not to be quoted or referred to without the Bank's prior written consent. The Bank has no duty and undertakes no responsibility to update or supplement the information set forth in this letter.

If you have any questions, or require further assistance, please do not hesitate to contact us at 888 [REDACTED]

Thank you for banking with Bank of America; we appreciate your business.

Bank of America Merrill Lynch  
Treasury Fulfillment, Service & Operations

By: [REDACTED]  
Name: [REDACTED]  
Title: AVP

As we embark on rolling out our new procedures, the Team would like to extend a thank you for your patience and cooperation as our Policies and Procedures continue to evolve.

Best Regards,  
Treasury