# Electronic Funds Transfer (Payment Type ACH/EFT) Enrollment Form

On behalf of named company below, authorization is given to Otis Elevator Company to deposit said company’s invoice payments automatically to the designated company account, as specified below, initiating electronic credit entries to this company account number. Also, the financial institution named below is authorized to credit the same, to the designated account noted below. This authority will remain in effect until we have received written notice from said company’s authorized representative, of its cancellation.

**Instructions**:

1) Complete this form in Word

2) Print to obtain signature

3) Scan and Email for directly to: [NAAEFTEnReq@otis.com](mailto:NAAEFTEnReq@otis.com)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Company Name:* | | | |  | | | | | | | | | | | *Fed Tax ID or GST#:* | | | |  | | |
| **Address -** If multiple remit-to addresses are applicable to this banking information, attach all addresses to this form) | | | | | | | | | | | | | | | | | | | | | |
| *Street Address 1:* | | | | |  | | | | | | | | | | | | | | | | |
| *Street Address 2:* | | | | |  | | | | | | | | | | | | | | | | |
| *City:* |  | | | | | | | | | | | *State:* | |  | | *Zip:* | |  | | | |
| *Bank Name:* | | |  | | | | | | | | | | | | | | | | | | |
| *Street Address 1:* | | | | |  | | | | | | | | | | | | | | | | |
| *Street Address 2:* | | | | |  | | | | | | | | | | | | | | | | |
| *City:* |  | | | | | | | | | | | *State:* | |  | | *Zip:* | |  | | | |
| *Bank Account Number:* | | | | | |  | | | | | | | | | | | *1Checking:* | | | *2Savings:* | |
| *Bank Routing#/ ABA# / Transit#:* | | | | | | | |  | | | | | | | | | | | | | |
| *Bank Account Currency:* | | | | | | | *USD* | | *CAD* | | | | | | | | | | | | |
| *Supplier’s email address to receive payment remittance information/advice, via PDF file:* | | | | | | | | | | |  | | | | | | | | | | |
| Option to receive remittance information via CTX?  US Suppliers Only – In addition to receiving remittance information via email, Otis sends the remittance information to your bank when money is transferred. As banks offer different electronic services, you may need to work with your bank to setup or get more information. | | | | | | | | | | | | | | | | | | | | | Yes  No |
| *Authorized Representative Name:* | | | | | | | |  | | | | | | | | | | | | | |
| *Title:* |  | | | | | | | | | *Email:* | | |  | | | | | | | | |
| Authorized Representative Signature: | | | | | | | | |  | | | | | | | | | | | | |
| *Date:* | |  | | | | | | | | | | | | | | | | | | | |

1Checking - Attach a voided check or banking details on either bank or company letterhead.

2Savings - Attach a copy of bank statement indicating account number, a deposit slip with company name, ABA number and account number or banking details on bank or company letterhead