



EFT Enrollment Form

Complete this form to receive electronic payments from Syntactx

This form MUST be signed below by preparer to be valid

Payee (Company Name or Individual Name):	
Address:	
City, State, and Zip:	
Contact Name:	
Contact Phone:	

Remit Address (required)

Remit address will be used for overnight payments & any necessary communications regarding your account.

Same as above address	<input type="checkbox"/> YES
Remit Address (city,state,zip) if different than the address above	

Additional Information

To receive a payment remittance advice via email from Syntactx when electronic payment is made, please provide an e-mail address (*One email allowed. See information about distribution or group emails below).

Email Address:	
Tax ID No. or VAT Reg No. <small>(VAT Reg No is required for Europe vendor)</small>	
D & B No.:	

Fill out either A or B below (at least one is required)

A) Financial Institution Information ***For payments to banks in the US*

9-Digit Routing Transit Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Number:											
Account Name:											
Type of Account	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Bank Name:								

B) Financial Institution Information ****For payments to banks outside the US*

SWIFT Code (required):	<input type="text"/>	Bank/Branch code:	<input type="text"/>
Account Number (required):	<input type="text"/>	IBAN or CLABE:	<input type="text"/>
Account Name:			
Type of Account	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Bank Name: <input type="text"/>
Bank Street Address:			
City/Postal Code/Country			

I authorize the above data be used for payments from Syntactx (Signature **REQUIRED**)

Date: (month/day/year)	Authorized Signature:	Title:
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*Distribution lists or group email accounts are recommended for remittance advices for companies. This allows multiple individuals to be notified upon payment and when individuals leave their jobs Syntactx does not need to be notified.

**For vendors/payees located in the US, payment is made via ACH in CTX format. Please contact your bank to ensure that they accept ACH payments in the CTX format.

(CTX: Remittance advice and payment are sent electronically to your company's bank. You then coordinate with your banking institution on how to receive notification and remittance advice from them).

*** For vendors/payees located outside the US, payment is made via Wire. Return the completed form to your Syntactx contact.