



## Instructions for completing the Electronic Payment Set-up form

All fields must be completed before a supplier can be set up for electronic payments.  
If there is missing information, the form will be sent back to the supplier for completion.

### Supplier Information

**Legal Company Name** – registered business name used for taxes and legal matters; include DBA and c/o

**Supplier Tax ID, Social Security Number or VAT number** – tax ID number, social security number (U.S.) or VAT number (i.e. Canada, E.U.)

**Country** – the country presented on the invoices

**Landlord Supplier** – select “yes” and provide store number(s)

### Bank Information \*

\* please provide a copy of a voided check for verification

**Bank Name** – name of financial institution (i.e. Bank of America, Wells Fargo)

**Bank Address** – address of financial institution including zip code or postal code

| Numbers  | country of financial institution |
|--|----------------------------------|
| ABA/ACH routing number – nine numeric digits                     | U.S.                             |
| SWIFT – 8 to 11 alphanumeric characters                          | non-U.S.                         |
| IBAN – 18 to 34 alphanumeric characters                          | Europe                           |
| bank number (3 digits) branch number (5 digits) e.g. ### - ##### | Canada                           |

**Account Name** – company name as it appears on bank account

**Account Number** – bank account number the payments will be received into

**Bank Account Currency** – i.e. USD, CAD, GBP, EUR, CHF

**Remittance Method** – format to receive notification of deposit

**E-mail** – recipient’s e-mail address for notification of deposit; only one e-mail address will be accepted

### Intermediary Bank Information

Your financial institution will share with you if your payment instructions require intermediary bank information. Otherwise, skip this part.

**Intermediary Bank Name** – name of intermediary financial institution

**Bank Number** – provided by intermediary financial institution

**Branch Number** - provided by intermediary financial institution

**City, County** – city and county where the intermediary financial institution is located

**Bank Account Number** - provided by intermediary financial institution in association with bank account number

### Authorized Signer Information

**Authorized Signer** – an individual who is an authorized banking signatory (typically a CFO, Treasurer, VP Finance, Owner, Legal agent, etc.) to the financial institution and company outlined on the form

**Title** – job title of authorized signer

**Phone** – phone number including area code

**E-mail address** – clearly identify underscores ( \_ ), spaces ( ), and dots ( . )

**Authorized Signer’s Signature and Date** – handwritten signature is required

Please send the completed form to [LandlordEFTInquiries@starbucks.com](mailto:LandlordEFTInquiries@starbucks.com). Upon receipt of a completed form:

1. Starbucks generates a pre-note (penny) test to ensure account validity (no remittance advice will be sent).
2. Supplier verifies receipt of a penny in account by e-mailing [LandlordEFTInquiries@starbucks.com](mailto:LandlordEFTInquiries@starbucks.com). Penny is for the supplier to keep.
3. Future payments are made electronically.

Please send any questions to [LandlordEFTInquiries@starbucks.com](mailto:LandlordEFTInquiries@starbucks.com). Thank you.

**REQUIRED FIELDS \*****Electronic Payment Set-Up Form**\*Preparer Name: \*Preparer Phone Number: \*Preparer E-mail Address: 

**Note:** Your request for the set-up of electronic payments will not be processed until all required fields are completed. This process will take between six to eight weeks. Please expect check payments until the process is complete.

**Instructions to suppliers:** Please complete the information in all fields based on the set-up instructions. Print the form, and the authorized signer must sign the form. Any incomplete forms will be sent back for completion. Scan the form and e-mail the completed form to LandlordEFTInquiries@starbucks.com.

**Supplier Information**\*Legal Company Name: \*Tax ID, SS# or VAT Number: \*Country: 

\*Landlord Supplier?  If Yes, please provide store #'s separated by commas.

**Bank Information**\*Bank Name: \*Bank Address: ACH Routing Number (U.S.): Bank and Branch Number (Canada): SWIFT Code: IBAN Number: \*Account Name: \*Account Number: \*Currency: \*Remittance Advice Method:  E-mail: PDF  E-mail: Excel \*E-mail Address: **Intermediary Bank Information** - complete if necessaryIntermediary Bank Name: Bank Number:  Branch Number: City:  Country: Bank Account Number: 

Authorized Signer Information - authorization is for deposits to payee accounts only.

\*Authorized Signer's Name:  \*Title: \*Phone Number:  \*E-mail address: 

*an individual who is an authorized banking signatory (typically a CFO, Treasurer, Controller, VP Finance, Owner, Legal Agent, etc.) to the financial institution and company outlined on the form*

\*Authorized Signer's signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

