|  |
| --- |
|  |
| (Insert Sysco OpCo Name) |
| All **Third-Party EFT Requests** must have an authorized signature as approval. Corporate Treasury requires an **original** form with the proper approval signatures, and sufficient detailed backup documentation for all **Third-Party EFT Requests** before payments may be initiated. A fax of the original form may be accepted if it is followed up with the original sent via interoffice mail. |
| **Date of Request:** |  | **Requested By:** |  |
| **Payment Effective Date:** |  | **Phone Number:** |  |
| **Amount:** |  |  |  |
| **ORIGINATION BANK (Corp Use Only)** | **RECEIVING BANK: (Payee)** |
| Bank Name: |  | Bank Name: |  |
| Account Name: | **SYSCO Corporation** | Bank City, State: |  |
| Account ID: |  | ABA#: |  |
|  |  | Account Name: |  |
|  |  | Account #: |  |
| **OPCO INFORMATION** |
| OPCO Name: |       |
| Intercompany #: |       | Company #: |       |
| **\*** ACH Returned Items Contact: |       | Telephone #: |       |
| **OPCO ACCOUNTING INFORMATION (for OpCo informational use only)** |
| **Vendor #:** | **Invoice #** | **Invoice Date** | **Invoice Amount** |  |
|       |       | $0.00 |  |
|       |       | $0.00 |  |
|       |       | $0.00 |  |
|       |       | $0.00 |  |
|  | **Total Amount Paid:** | **$0.00** | **(Calculated field)** |
| **Approval Section for NEW Non-Repetitive ACH Requests Only** |
| **Approver Name:** |  |  |  |
| **Approver Signature:** |  |  |  |
|  |  |  |  |
| **\*ACH Returned Items**If the Receiving Bank Account information is not correct, the payment will be returned. The ACH Returned Item will be made to the Corporate Master Account one business day the origination date. Your intercompany account will be credited for the Returned Item amount effective the day the Corporate Master account is credited. Upon receipt, by Corporate Treasury, of an ACH Returned Item advice, your designated contact will be notified of the return. |
| All **ACH Requests** may be emailed to the Cash Management mailbox at **CashMgmt@corp.sysco.com** and must be received no later than **2:00PM CST** for same day initiation.**New** **ACH Payment Requests** must be received by Corporate Treasury at least **two days prior** to the scheduled transaction date, and must be accompanied by a signed **Credit Authorization Form**. |