

Dear Valued Customer:



BOISE CASCADE's accounts payable system gives you the opportunity to receive your payments/expense reimbursements deposited directly to your financial institution's checking account via Electronic Funds Transfer (EFT). EFT's are easy, efficient, and convenient for everyone involved.

INSTRUCTIONS FOR FILLING OUT THE EFT FORM

*****Boise Cascade transmits payment and payment detail via ACH (CTX 820) – Corporate Trade Exchange*****

◆ **BANK ACCOUNT & ROUTING/BANK ID NUMBERS** - To deposit your payments via EFT, we require your financial institution's **checking** account and 9-digit routing numbers (US) or bank ID & branch ID (Canada). Please contact your financial institution to verify the accuracy of this information. Contacting your financial institution also provides an opportunity to inquire about posting time of deposits and any related service charges or policies regarding electronic deposits.

◆ *Deposit Questions – please contact your financial institution first to verify receipt of your electronic payment.*

◆ **REMITTANCE OPTION**

E-Mail – allows you to receive an automated remittance advice from BOISE CASCADE into the e-mail address you specify. (One e-mail address per vendor) The email will be sent by Paycycles@BC.com. Please take any necessary steps to receive email from this address.

No Remittance – You do not wish to receive any remittance advice.

◆ **SET-UP**

We recommend that you contact your financial institution to verify the checking account and routing/bank ID information you are providing is accurate. Please use the routing and account number from a *check*, as the numbers on the deposit slip may be different.

- ◆ Please allow up to 2 weeks for initial set up to be completed. Initial set up may be delayed if your name and/or addresses do not match what BOISE CASCADE has on file. Please include all addresses the banking information applies, including sales offices or manufacturing facilities. During the transition you may receive payments by check and EFT.
- ◆ To ensure uninterrupted EFT service, Boise Cascade needs to be notified as soon as any changes are made to the account. (i.e. mergers, closed accounts, name changes, etc.). During the transition you may receive payments to both accounts.
- ◆ Boise Cascade does not have the capabilities, at this time, to electronically transmit funds to foreign banks, with the exception of Canada. Only US & Canadian financial institutions can receive electronically transmitted funds. US Funds to US financial institutions – Canadian Funds to Canadian financial institutions.
- ◆ **BOISE CASCADE EMPLOYEES:** This EFT Request Form is for the sole purpose of expense report and car allowance reimbursements. Please contact the payroll department regarding other electronic disbursements.
- ◆ **Please be sure to fill out the EFT form completely, sign and date your request. We cannot process your request without your signature.**

Sincerely,

BOISE CASCADE
Account Payable
PHONE: (208) 384-6288 Option: Electronic Funds Transfer Setup or Changes
FAX: (208) 333-1956
EMAIL: VendorRequests@bc.com
Use Black ink to complete form.

**** BOISE CASCADE ELECTRONIC FUNDS TRANSFER (EFT) REQUEST FORM ****

Affiliation to Boise Cascade (Choose One)	<input type="checkbox"/> Boise Cascade Employee <input type="checkbox"/> Other
Company Name	➤
Remittance Address Street/ PO Box: City: State/ Province: Postal Code: Remittance address for payment by check if EFT were to fail (Must match Boise Cascade's file)	➤ ➤ ➤ ➤ ➤
Person of Contact	➤
Phone Number Fax Number	➤ ➤
E-Mail Address	➤
EFT Payment Notification (Choose one)	<input type="checkbox"/> One E-Mail Notification address OR <input type="checkbox"/> No Notification
US Bank Routing#(9-digits) or Canadian Bank ID (4-digits) & Branch ID (5-digits)	➤ <input type="checkbox"/> Check if Change
Bank Checking Account Number	➤ <input type="checkbox"/> Check if Change
Bank Name	➤
Local Branch Address	➤
Bank Phone Number	➤

Please sign and date this document to verify that you wish to have your payments deposited into the indicated *checking* account and that the information listed above is accurate. We recommend that you verify your *checking* account and 9-digit routing/bank ID numbers with your financial institution. To ensure uninterrupted service, please notify BOISE CASCADE as soon as any changes are made to the above information.

I hereby authorize BOISE CASCADE to initiate deposits (credits) to the financial account indicated. In case of inadvertent duplicate payment, the duplicated deposit may be reversed. The financial institution is authorized to credit amounts to this account and reverse any duplicated credit.

X

Signature

Title

Date

Please return this completed & signed EFT form to:

EMAIL: VendorRequests@bc.com

FAX: (208) 333-1956