

Generac USA Non-Production Vendor Banking Information

Enter Vendor Numbers for an existing vendor change request.

Main Vendor (VN) #: _____

Invoicing Party (PI) #: _____

Request Reason - select one

New Vendor - Original Setup

Change Request - Modify Banking Details

Payment Information

IMPORTANT NOTE:

Select one payment method below. Note your initial payments will be held until your banking details have been confirmed.

Payment Currency:

ACH - USA ONLY with 2% Discount 15 Days, Net 60

WIRE TRANSFER - NON-USA ONLY with 2% Discount 15 Days, Net 60

Name Information

IMPORTANT NOTE:

Current W-9 (USA) or W-8 (NON-USA) tax certificate copy is required with this request and enter names below ONLY as shown.

Formal Business Name:

DBA Name
(Doing Business As):

Bank Details - complete all lines below required by your country

Beneficiary Name:
(Only when different than Vendor Name)

Bank Name:

Bank City:

Bank Country Name:
(When different than Vendor's Country)

Bank Key (US Routing/ABA Number):

Swift Code/BIC:

IBAN:

CLABE (18 Characters):

Bank Account Number:

Required Payments Contact Details

Contact Name:			
Contact Name Business Title:			
Contact Phone Number:		Extension:	
Payment Notification Email:			

Required Validation Representative Signature

IMPORTANT NOTE:	Your initial payments will be held until your banking details have been confirmed to Generac by the individual that has signed below.		
Signature:			
Business Title:		Print Name:	
Phone Number:		Extension:	
Email Address:		Date:	

Below this line is for Generac personnel ONLY

Required Generac Signature

Department	Signature	Print Name	Date
Vendor Request Initiator:			

Banking Information Verification

Department	Signature	Print Name	Date
Corporate Master Data Representative:			
Communication Method:	<input type="checkbox"/> Phone	<input type="checkbox"/> Email (copy attached)	
Comments (when applicable):			