** Supplier Registration/Payment Details Form**

This form is required to complete your company’s registration on WFP’s payment systems. Once completed, kindly send us by email 2 versions: one-word version, and one signed/stamped pdf version.

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| **Section 1: Vendor information** | |
| **Vendor legal registered name:**  *(same as appearing on certificate of incorporation/business license;*  *no abbreviations)* |  |
| **Nature of business:** |  |
| **Registration no.:** *(if available)* |  |
| **Tax no.:** *(if available)* |  |
| **VAT registration no.:** *(if available)* |  |
| **Vendor street/house no.:** |  |
| **Postal code:** *(if available)* |  |
| **City:** |  |
| **Country:** |  |
| **Telephone number:** *(including country + area code; if available)* |  |
| **Fax number:** *(including country + area code; if available)* |  |
| **Emails for receiving electronic payment advices:** *(you can insert more than one; if available)* |  |
| **Contact person:**  *(for payment-related issues; if available)* | |  |  |  | | --- | --- | --- | | Name | Surname | Role / Department | |  |  | Choose an item. | |  |  | Choose an item. | |
| **Website (URL):** *(if available)* |  |
| **Document to be sent to WFP, together with this form:** | ☐ A copy of certificate of incorporation or business license, and  ☐ A copy of cancelled cheque/bank certificate/bank statement with complete bank details |

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| **Section 2: Bank details**  *This section should contain the bank details where funds will be transferred by WFP.* | |
| **Full Bank name:** |  |
| **Branch:** |  |
| **Full Bank Address** |  |
| **Postal code:** *(if available)* |  |
| **City:** |  |
| **Country:** |  |
| **Swift code:** *(8 or 11 characters)* |  |
| **Bank code:** *(e.g. ABI, CAB, ABA, BLZ, bank number, sort code, etc.)* |  |
| **Routing number ACH compliant:**  *(to be provided by US banks only)*  *(ACH is the “Automatic Clearing House” number for domestic US transfers)* | ☐ Yes ☐ No |
| **Bank account number:** |  |
| **Account Type/check digit/control key** |  |
| **IBAN code:** *(if applicable)* |  |
| **Name of account holder:** | *If different from the “vendor legal registered name” (Section 1), provide an official letter on your company’s letterhead, explaining the name mismatch. This letter shall be stamped and signed by 2 senior officials of the company, with clear indication of their names and titles.* |
| **Account currency:**  *(for multi-currency accounts, indicate multiple currencies)* | *If USD for banks outside the USA, complete Section 3. Otherwise skip Section 3.* |
| **Make sure that all information about your bank account(s) is included in the document(s) sent with this form (see Section 1).** | |

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| **Section 3: Intermediary/Correspondent bank details**  *IMPORTANT NOTE: If you have a USD account in a bank outside the United States of America, intermediary bank details are mandatory. Not providing these details may cause additional bank charges for your company, as well as rejection or delay in payment.* | |
| **Bank name:** |  |
| **Branch:** |  |
| **Address / P.O. Box:** |  |
| **Postal code** *(if available)* |  |
| **City:** |  |
| **Country:** |  |
| **Swift code:** *(8 or 11 characters)* |  |
| **Bank code:** *(e.g. ABI, CAB, ABA, BLZ, bank number, sort code, etc.)* |  |
| **Routing number ACH compliant:**  *(to be provided by US banks only)*  *(ACH is the “Automatic Clearing House” number for domestic US transfers)* | ☐ Yes ☐ No |
| **If you provided more than 1 bank in Section 2 above, identify the bank to which this intermediary bank is linked** |  |
| **Make sure that all information about your intermediary / correspondent bank account is contained in a letter/certificate issued by your beneficiary bank.** | |

**Prepared by:**

**Name:**

**Title:**

**Signature:**

**Date of Signing:**