

DTE Electronic Funds Transfer Authorization Form Instructions

The DTE Electronic Funds Transfer Authorization form is used to initiate electronic funds transfers for the specified vendor. Please complete all fields; put N/A if not applicable. This instruction form can be used as a checklist.

- A separate supporting document such as a vendor invoice with banking information, a signed vendor letterhead with banking information, or a voided check with bank information, must be provided as a validation of the banking information as listed on this DTE EFT form.
 - The banking information listed on the supporting document must exactly match the information in Section II (and Section III if populated) of the Electronic Funds Transfer Authorization including any leading zeros.
- In Section I, populate all fields.
 - The Name on the DTE Electronic Funds Transfer Authorization form needs to link to the vendors name in our system or as listed on an attached W9.
- In Section II, completely fill out the information as requested. The DTE preferred electronic funds transfer method is ACH.
 - Select Checking if the account listed for deposit is a checking Account or select Savings if the account listed for deposit is a Savings account
 - If Type of Transfer ACH or Either is selected, the ACH declaration box MUST also be checked.
- Populate Section III if an Intermediary Bank will be used for the funds transmittal. Typically used only with foreign vendors
 - Provide Intermediary Bank, ABA and account number as well as Destination Bank ABA and account number
 - The banking information listed on the supporting document must exactly match the information in Section III (and Section II if populated) of the Electronic Funds Transfer Authorization including any leading zeros.
- In Section IV, populate all fields including the signature and date.

Forms that are not signed and/or dated will be considered invalid

Page intentionally left blank for printing



Electronic Funds Transfer Authorization Form

Need an extra document along with this form.

This form is used to initiate Electronic Funds Transfers for the specified vendor. Please complete all fields; put N/A if not applicable. **A separate document such as a vendor invoice with banking information, a signed vendor letterhead with banking information, or a voided check with bank information must be provided as a validation of the banking information as listed on this DTE EFT form.**

Note: For Standard EFT, fill out sections I, II and IV. If an intermediary bank is needed for wires, fill out section I, III and IV only.

DTE Energy Vendor Code _____ DTE Energy Contact: _____

Section I: Company Information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Number: _____

Email Address for Remittance advice: _____

Section II: Bank Information:

Type of Transfer: ACH

ACH Only (DTE Preferred) Either (Both ACH & Wire accepted) (Only select one checkbox)

DTE Energy is unable to process international ACH transactions. By checking the statement below you are stating that your ACH instructions are US only.

I declare that my ACH transaction is not forwarded across the U.S border to a foreign bank or financial institution through the ACH network on the same day it is deposited. **This box must be checked in order to process the ACH.**

This box must be checking if ACH or Either is selected.

Bank Name: _____ Country: _____

Bank ABA #: _____ Bank Account #: _____ Checking Account Savings Account

Additional Information: _____

Type of Transfer: Wire

WIRE Only

Bank Name: _____ Country: _____

Bank ABA #: _____ Bank Account #: _____

Swift Code: _____ Bank Code: _____ Transit #: _____

Additional Information: _____

Section III: Funds Transmittal Using Intermediary Bank:

Intermediary Bank Information: (US Bank Only)

Bank Name: _____ Country: _____

Bank ABA #: _____ Bank Account #: _____

Additional Information: _____

Destination or Final Bank Information: (Foreign Bank Only)

Bank Name: _____

Branch Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Bank Identification #: _____ Swift Code (Mandatory): _____

ABA #: _____ Account #: _____

IBAN (Optional): _____

Additional Information: _____

Section IV: Approval:

Print Name and Title of Company Officer: _____

Signature of Company Officer: _____ **Date:** _____

The above signature acknowledges acceptance of the following: DTE Energy and/or its subsidiaries are authorized to make deposits into the account at the bank identified above. Both parties agree to be bound by the Operating Rules of the National Automated Clearinghouse Association (NACHA) for ACH transactions. This authorization is to remain in effect until written notice of termination is given to DTE Energy by the vendor.