

DPI Specialty Foods

Customized Marketing and Distribution Solutions

ACCOUNTS PAYABLE

Electronic Fund Transfer (EFT) Enrollment Form and Discount Terms Agreement

Please Print Clearly

NEW **Revised**

Payee Name _____

Address _____

City/State/Zip _____

Payee Contact Person: _____ Phone: _____

Contact E-mail: _____

E-mail for Electronic Remittance: _____

Financial Institution: _____

Routing Number: _____

Deposit Account # _____

Branch Name: _____

Branch Address: _____

I hereby authorize DPI Specialty Foods to automatically deposit payments to the account listed above under the terms and conditions of this Electronic Fund Transfer (EFT) Enrollment Form and Agreement. I certify that I am authorized to enter into this agreement on behalf of the account holder. I verify that the information provided on this form is correct and that DPI Specialty Foods may rely on it. I understand that my new payment terms are **2% 10 Net 35**.

Authorized Signature: _____

Title: _____

Date: _____

****DPI Specialty Foods Use Only – Verification of EFT Agreement****

DPI Authorized Signature: _____

Title: _____

Date: _____

INSTRUCTIONS TO PAYEE/VENDOR

The Electronic Fund Transfer (EFT) Enrollment Form and Agreement allows DPI Specialty Foods Accounts Payable Department to automatically deposit payments directly into a financial account of a vendor.

1. Sign and date the EFT Enrollment Form and Agreement where indicated and forward the completed form to:
DPI Specialty Foods Accounting Office
12360 S. W. Leveton Dr., Tualatin, OR 97062, ATTN: MDM Dept.
or email to DPI-EFT@dpispecialtyfoods.com
2. Once the form is received, DPI Specialty Foods will verify the account by testing a deposit and verifying with the vendor the amount received.
3. Account set up and verification can take up to 30 days. Incomplete forms may cause significant delays in establishing EFT payments.

TERMS AND CONDITIONS

1. Pre-noting procedure: DPI Specialty Foods will make an initial deposit into vendor's account of an unstated value. To assure vendor has received the deposit in the proper account, DPI Specialty Foods will contact vendor after initial deposit and will ask for verification of the deposit amount. If the deposit received matches the deposit DPI Specialty Foods initiated, then EFT will be considered verified and valid.
2. Payee/Vendor agrees (i) to accept payment by DPI Specialty Foods through electronic funds transfer (EFT) and (ii) that DPI Specialty Foods can rely on the information provided on the front of this form.
3. This EFT Enrollment Form and Agreement applies to and amends all agreements with DPI Specialty Foods by incorporating these terms and conditions for electronic payment, and in the event of any inconsistency between the terms of any such other agreement and the terms of this EFT Enrollment Form and Agreement, the terms of this EFT Enrollment Form and Agreement shall control. Except as modified by this EFT Enrollment Form and Agreement, however, the terms of any such other agreement shall continue in full force and effect.
4. The payment terms will be **2% 10 Net 35**. Payment will be conclusively deemed to have been received by you when your financial institution has received or has control of the payment.
5. Payments to you will be deposited into the account designated on the front of this EFT Enrollment Form and Agreement until DPI Specialty Foods is notified in writing that you wish to cancel this authorization or designate a different financial institution or account. A minimum of fifteen (15) banking days will be needed to execute your changes. If EFT is cancelled resulting in manual check payments, payment terms of 2% 15 Net 45 days will be initiated.
6. DPI Specialty Foods has the right to adjust future payments if payments previously made are found to be duplicates, in excess of requirements, fraudulent, in error, or require any other adjustment under the terms of an agreement with you. This may be accomplished by using an EFT debit.
7. DPI Specialty Foods will not be responsible for any loss arising from error, mistake, or fraud regarding information on your EFT Enrollment Form and Agreement.

QUESTIONS OR CONCERNS

Dpi-ef@dpispecialtyfoods.com
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Tualatin, OR 97062
Phone: 855/310-5459 Opt. 2
Fax: 503/691-1543