

# Kellogg Company

## Electronic Funds Transfer Authorization Form

This form is used to authorize Kellogg to transfer payments electronically to supplier's financial institution.

### INSTRUCTIONS:

Please complete all areas below and forward to: AP.Operations.NA@support.kellogg.com

OR  
Kellogg Company  
Procure to Pay  
P.O. Box 8881011  
Grand Rapids, MI 49588  
OR  
Fax : (616) 654-0419

Inquiries: (269) 961-6693 Opt. 3

There are new processing requirements for electronic vendor payments that are being forwarded to a financial institution outside of the United States. To the best of your knowledge do you intend to forward the entire amount of the payments made to you to a financial institution outside of the United States?

NO \_\_\_\_\_ YES \_\_\_\_\_ (At this time the Kellogg Company will continue to send your payments via check.)

## SUPPLIER INFORMATION

NAME: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

INVOICE REMIT TO ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### KELLOGG VENDOR NUMBERS ASSOCIATED WITH BELOW BANKING INFORMATION:

Most recent check number received from Kellogg's: \_\_\_\_\_

Most recent invoice number as presented to Kellogg's : \_\_\_\_\_

TECHNICAL CONTACT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ACCOUNTS RECEIVABLE CONTACT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

WHAT METHOD CAN YOUR COMPANY RECEIVE REMITTANCE DETAIL? \_\_\_\_\_ THROUGH BANK  
\_\_\_\_\_ SUPPLIER PORTAL (Web Site)  
(questions regarding Portal, call Lori J Kline-Closson 269.961.2691)  
\_\_\_\_\_ EMAIL

Remittance Advice email \_\_\_\_\_

BANK NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ NINE DIGIT TRANSIT (ABA) NUMBER: \_\_\_\_\_

ACCOUNT TYPE:  SAVINGS  CHECKING

### NOTES:

- Kellogg must be notified in writing of any bank account changes/closures a minimum of 30 days in advance. Write to Kellogg Company, Procure to Pay, PO Box 8881011, Grand Rapids, MI 49588. If the change involves a different financial institution, a new EFT Form is required. Payments may be delayed until receipt of an authorized form from the new financial institution.
- If additional information is required from Kellogg, please contact AP.Operations.NA@support.kellogg.com or 269-961-6693 Opt. 3.

By my signature below, I attest that I have read the Kellogg Terms and Conditions for Electronic Payment on the back of this form and agree to abide by such terms and that I have the authority to bind my Company to such terms.

AUTHORIZATION (PRINT CFO NAME): \_\_\_\_\_ CFO SIGNATURE: \_\_\_\_\_

# Kellogg Company

## Terms and Conditions for Electronic Payment

Your Company agrees to accept payment by Kellogg Company, or any of its subsidiaries, (herewith “Kellogg”) through electronic funds transfer (EFT) and that Kellogg may rely exclusively on the information you supplied on this enrollment form. This applies to and amends all existing agreements with Kellogg by incorporating the following terms and conditions for electronic payment.

Kellogg will initiate payment to you based on the following:

1. The electronic funds transfer will be made to the financial institution and account number on this enrollment form.
2. We will make payments in accordance with, and be governed by, the National Automated Clearinghouse Association's Corporation Trade Payment Rules. Our process is governed by and in accordance with the laws, other than choice of law provision of any particular contract, of Michigan, including the Uniform Commercial Code as enacted by the State of Michigan and amended from time to time.
3. The information you provided on the form is very important. Kellogg relies on this information, and it is your responsibility to verify its accuracy and keep it updated. You understand that any change in the information must be communicated to Kellogg by an authorized representative of your company in writing to Kellogg in time to allow Kellogg to respond to the change. Kellogg will be held harmless for any loss which may arise by reason of or in connection with error, mistake or fraud regarding this information.
4. Payment is initiated within the normal terms of our commercial agreement with you. Our EFT terms and conditions neither enlarge nor diminish the respective rights or obligations of Kellogg within any applicable commercial agreement. The payment due date is not affected. We will consider payment made when your financial institution has received or has control of the payment transaction. This will generally occur within three (3) business days following initiation by Kellogg.

If we initiate payment on a non-banking day at Kellogg's originating bank, the funds transfer will occur the following banking day. In all cases, Banking Day is defined as the day on which both partners' banks will be available to transmit and receive these funds transfers.

5. Kellogg has the right to adjust future payments if payments previously made are found to be duplicate, in excess of requirements, fraudulent or in error.
6. Kellogg is responsible for making all payments within this Agreement. Subject to the terms of these Terms and Conditions, Kellogg is responsible up to the point at which your financial institution receives or has control of the transaction. Any loss at that point or after will be borne by you unless the loss is due to sole negligence of Kellogg or its originating bank.

You should notify Kellogg immediately if payment is not received as described in Item 4 (above). Kellogg shall have a reasonable time (not to exceed ten [10] business days) to make said payment.

7. Electronic Funds transfers can be terminated by either party providing that notification is in writing and that both parties agree on the termination date. Otherwise, we will continue to make electronic payments to you as specified.

Written notice to you will be sent to the address provided on the Enrollment Form and the Kellogg's contact will be:  
**Procure to Pay, Vendor Master Phone: 269-961-6693 Opt. 3 Email: [AP.Operations.NA@support.kellogg.com](mailto:AP.Operations.NA@support.kellogg.com)**