



Meeting Professionals International – 14131 Midway Road Suite 800, Addison, Texas 75001

Automatic Deposit (ACH) Request Form

In order to pay your invoices through the Automated Clearing House (ACH), MPI’s accounts payable department requires the following information to be completed.

MPI also requests a copy or original voided check to be attached to this request. If a voided check cannot be provided, a letter from your bank stating your banking details should be attached to this request.

Please check one: ADD Change Cancel

VENDOR INFORMATION

<i>Vendor Name</i>	<i>Street Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>
<i>Contact Name</i>	<i>Contact Number--- Email</i>		<i>Tax ID</i>	
<i>Email address for remittance details:</i>				

DOMESTIC BANKING INFORMATION

<i>Bank Name</i>	<i>Bank Street Address</i>	<i>City</i>	<i>St</i>	<i>Zip</i>
<i>Bank Account Name</i>	<i>Account Number</i>	<i>ACH Routing Number</i>		
			<i>Checking</i> <input type="checkbox"/> <i>Savings</i> <input type="checkbox"/>	
<i>Bank Contact Name and Number:</i>				

I authorize MPI and its business units to credit my account with the depository named above. If MPI erroneously deposits funds into my account, I authorize them to initiate the necessary correcting entries, not to exceed the total of the original amount credited. This authorization will remain in effect until Meeting Professionals International has received written notification from an authorized company representative that it is to be terminated in such time and manner for MPI to act on it.

PLEASE NOTE: THIS FORM WILL NOT BE PROCESSED WITHOUT THE SIGNATURE AND TELEPHONE NUMBER OF THE AUTHORIZED SIGNER BELOW.

<i>Authorized Signer – Print</i>	<i>Authorized Signature</i>	
<i>Authorized Signer Title</i>	<i>Phone Number</i>	<i>Date</i>

If you have any questions, please contact MPI Finance Department via email at payables@mpiweb.org .