

Dear Valued Customer:

BOISE's Shared Accounting Service (SAS) consolidated accounts payable system gives you the opportunity to receive your payments/expense reimbursements deposited directly to your financial institution's checking account via Electronic Funds Transfer (EFT). EFT's are easy, efficient, and convenient for everyone involved.

INSTRUCTIONS FOR FILLING OUT THE EFT FORM

*****Boise transmits payment and payment detail via CTX 820 - Corporate Trade Exchange*****

◆ **BANK ACCOUNT & ROUTING/BANK ID NUMBERS** - To deposit your payments via EFT, we require your financial institution's checking account and 9-digit routing numbers (US) or bank ID & branch ID (Canada). Please contact your financial institution to verify the accuracy of this information. Contacting your financial institution also provides an opportunity to inquire about posting time of deposits and any related service charges or policies regarding electronic deposits.

◆ *Deposit Questions - please contact your financial institution first to verify receipt of your electronic payment.*

◆ **REMITTANCE OPTION**

E-Mail - allows you to receive an automated remittance advice from BOISE into the e-mail address you specify. (one e-mail address per address) The email will be sent by GIS@bc.com. Please take any necessary steps to receive email from this address. OR

FAX - allows you to receive an automated facsimile remittance from BOISE. (one fax number per address) (*This fax notice will be sent directly to your fax number at approximately 7 pm MST on the date of the transaction*) OR

No Remittance - You do not wish to receive any remittance advice.

◆ **SET-UP**

We recommend that you contact your financial institution to verify the checking account and routing/bank ID information you are providing is accurate. Please use the routing and account number from a check, as the numbers on the deposit slip may be different.

◆ Please allow up to 2 weeks for initial set up to be completed. Initial set up may be delayed if your name and/or addresses do not match what BOISE has on file. Please include all addresses the banking information applies to. (Including sales offices or manufacturing facilities) During the transition you may receive payments by check and EFT.

◆ To ensure uninterrupted EFT service, Boise needs to be notified as soon as any changes are made to the account. (i.e. mergers, closed accounts, name changes, etc.). During the transition you may receive payments to both accounts.

◆ Boise does not have the capabilities, at this time, to electronically transmit funds to foreign banks, with the exception of Canada. Only US & Canadian financial institutions can receive electronically transmitted funds. US Funds to US financial institutions - Canadian Funds to Canadian financial institutions

◆ **BOISE EMPLOYEES:** This EFT Request Form is for the sole purpose of expense report and car allowance reimbursements. Please contact the payroll department regarding other electronic disbursements.

◆ For questions regarding payments or invoices, please contact the BOISE location which you do business with, BOISE Accounts Payable representative or SAS_AccountsPayable@bc.com.

◆ **Please be sure to fill out the EFT form completely, sign and date your request. We cannot process your request without your signature.**

Sincerely,

BOISE

Shared Accounting Services

PH: (208) 384-6288 Option: Electronic Funds Transfer Setup or Changes

FAX: (208) 333-1956

EMAIL: VendorRequests@bc.com

