

From



Date

Dear

In an effort to streamline our accounting processes and ensure our vendors are paid in a timely manner, we are introducing direct deposit through Plooto's secure business payment platform. The decision to move towards direct deposit was made based on a number of factors:

- ☐ To avoid delays or disruptions in payments;
- ☐ To reduce the risk of lost or stolen checks in the mail, and ☐ fraud;
- ☐ To have one consistent electronic form of payment to all our vendors and suppliers.

To receive payment from us we require the following data:

- 1) A VOID Check
and / or
- 2) The following banking information:

Name of Bank:	
ACH Routing Number:	
Account Number:	
Company Name:	
Contact Name:	
Contact Phone Number:	
Email address for invoicing:	

Thank you very much!