

# ACH/Direct Deposit Form

## INSTRUCTIONS



The next page is the **Direct Deposit Form**. Please fill out the form to receive payments through ACH/Direct Deposit.

The Open Invoice check box at the top of the form is used as another way for your Company to show interest in becoming an electronic vendor. The **preferred** way to start the electronic vendor enrollment process is to email [DevonEInvoicing@dvn.com](mailto:DevonEInvoicing@dvn.com) with your contact information.

## Direct Deposit Form



Devon Vendor # \_\_\_\_\_

New Request

Change to Existing Set-up

Open Invoice

**NOTE:** Please remember to submit a **voided Company check** with the completed form. This will help confirm the information provided.

Submit the completed form and voided check to to the address below or email it to [SAPVendorCustomerMaintenance@dvn.com](mailto:SAPVendorCustomerMaintenance@dvn.com).

Devon Energy Corporation  
Attn: Accounting Data and Process  
333 West Sheridan Avenue, Oklahoma City, OK 73102

# Direct Deposit Form



Devon Vendor # \_\_\_\_\_

New Request       Change to Existing Set-up       Open Invoice

The Automated Clearing House Network (ACH) will be used to facilitate direct payments at no cost to vendors. ACH payments are widely viewed as more secure than check payments and provide payees with quicker access to their fund.

Please complete this form and attach a *voided check*. Please allow 4-6 weeks for processing this request. We will automatically send payment information to your bank in electronic format.

Name on Devon Account: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Tax ID# or SS#: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Bank Account #: \_\_\_\_\_

Account Type:  Checking  Savings      ABA/Routing # (9 digits): \_\_\_\_\_

To receive remittance advice directly from Devon, in addition to the information sent to your bank, please provide the necessary information below. **Note: You will receive e-mail and fax remittance information one business day before funds are available in your bank account.**

Email: \_\_\_\_\_  Fax: \_\_\_\_\_

Vendor agrees that Devon may reverse any electronic payment that is determined to be fraudulent, duplicate or made in error. I certify the depository information listed above is accurate and I authorize Devon Energy Corporation to issue payment electronically via ACH. If a joint account, both payees must provide a signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete this form and return to:

Devon Energy Corporation  
Attn: Accounting Data and Process  
333 West Sheridan Ave. Oklahoma City, OK 73102  
SAPVendorCustomerMaintenance@dvn.com  
Fax (405) 234-2396