

Bank Account Verification Kimberly-Clark
 vendor {**Vendor number**} – {**Vendor name**}

Dear Supplier,

In order to change your existing bank details, due to our policy, we must receive verification of your new/updated bank account before amending your account.

As this Verification Form is a mandatory document, please fill it in, sign or stamp and upload in a non-editable format (PDF) and attach to the documentation section of your Coupa profile form.

Data needed for Verification.

New Data:

Bank Name	Last 4 digits of Bank Account Number	Should we REPLACE old data with new bank details? (yes/no) <i>Put here "no" if this is an additional account</i>

Old Data (only when replacing existing bank details):

Bank Name	Last 4 digits of Bank Account Number	Reference/Invoice number, date and amount of last payment received from KC <i>All 3 data are mandatory</i>

Additional details:

VAT number for verification	Currencies for your Bank Accounts <i>Please provide us with last 4 digits (full IBAN if not replacing) of your Bank Account numbers and the currency for each of them.</i>

*******Only upon receipt of this completed checklist and the information specified will we be able to update your account for payment. To protect your data, please provide us only the last 4 digits of your bank account number/ IBAN. Thank you for your diligence to prevent any fraudulent activity!*******