

<date>

Dear Valued Supplier,

<company name> is working with Bank of the West to offer you a new ePayables card payment method. As a first step of this initiative, <company name> would like you to accept this electronic card payment method for future invoice payments. Accepting this payment method will allow for faster payment and reduce time handling checks.

#### How does this work?

Once you accept the electronic card payment, you will receive a single-use Master Card number with a detailed remittance for each payment. The payment remittance will be sent from donotreply@v-payo.bankofthewest.com via email and will contain the following information:

- 16-digit credit card number
- Expiration date
- Security code
- Total dollar amount of invoices to be paid
- Invoices reference numbers and corresponding amounts

#### How to Enroll

To enroll in this program, please complete the information below, sign, scan and return it to:

[ePayablesVendorRelations@bankofthewest.com](mailto:ePayablesVendorRelations@bankofthewest.com).

Vendor Name (please include any DBA):

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Email address where payments are to be sent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you charge any fees for credit card transactions? Y ☐ N ☐ if yes fee amount: \_\_\_\_\_

Is there a maximum amount that can be paid by credit card? Y ☐ N ☐ if yes, how much: \_\_\_\_\_

#### Need more information?

If you have any questions, please feel free to reach out to our Vendor Enrollment Specialist at 866-683-9893 or via email [ePayablesVendorRelations@bankofthewest.com](mailto:ePayablesVendorRelations@bankofthewest.com).

Thank you for considering participation in this program. It will help us to better serve your needs and simplify our processes. We are grateful for your partnership.

Sincerely,

<client name>

<title>

<contact info>