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**Toyota Motor North America**  
6565 Headquarters Drive  
Plano, TX 75024

We are pleased to offer an Automated Clearing House (“ACH”) electronic funds transfer system for Toyota Motor north America. The ACH feature provides greater convenience for dealers by allowing the settlement of payments by electronic fund transfers. The following highlights some of the benefits of this program:

- **Expedites Your Payment** - ACH enables you to receive payment via electronic deposit to your bank account the second business day following our A/P Department’s processing of your invoice. This procedure eliminates mail time and therefore expedites payment.
- ACH also allows payment of your monthly parts statement electronically on the 15<sup>th</sup> of each month.
- **Eliminates the Chance of Lost Checks** - ACH allows no opportunity for checks to be lost, stolen, or misplaced.
- **Provides detailed remittance information** - A detail Statement of Electronic Funds Transferred (“ACH Statement”) is emailed to all vendors listing the date of payment, invoice number, and the amount paid on each invoice. **Please provide primary email address and secondary if available**

By completing and signing the following application, you authorize Toyota to deposit payments into a designated checking account via ACH electronic funds transfer, and to effect payment for monthly charges on your parts statement by initiating ACH debit funds transfers from that checking account or a separately designated account.

### **Instructions**

If you are interested in taking advantage of the ACH capability, please complete the ACH Authorization Form and follow the instructions closely. All applications must be signed by an authorized individual to be valid.

#### **Dealer Information**

Please complete the name and address for your dealership. Also include your Federal tax number, and indicate if this is a new application or a change of bank information.

#### **Part I - Parts Statements**

1. Please fill out the bank account and bank routing number completely for the bank account you wish to use for parts statement payments. Bank routing number must be nine digits long.
2. Please provide the name and address of the bank from which funds will be withdrawn to pay the parts statement. A bank contact and phone number helps us verify

information if necessary and will help us resolve any future transfer problems.

3. If you intend to use the same account for parts statement debits, and for incentives, holdback, financial reserve, and other credits, please check the box indicated.
4. Attach a voided check or good photocopy (NOT a deposit ticket) for this account.

**Part II - Deposits from Toyota**

1. If you wish to use a different bank account for deposits transferred to you from Toyota for Incentive, Financial Reserve, Holdback, and other payments, please provide the necessary checking account number and bank routing number. Again, the bank routing number must be nine digits long.
2. Please attach a voided check (NOT a deposit ticket) for this account as well. Your application for ACH credits could be significantly delayed without this check copy.

- Send completed applications to: Toyota Motor North America  
Accounts Payable Department  
6565 Headquarters Drive  
Plano, TX 75024



Toyota Division

Fleet Sales

Region/Dealer code																			
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DEALER AUTHORIZATION FORM

Dealer Name: \_\_\_\_\_ Federal Tax No. \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 Purpose of Application: New  Change

Part I: Account Specified for "Parts Statement Payments" to Toyota (Parts Statement)

Please attach voided check(s) here

Checking Account: \_\_\_\_\_ Account Number 

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 Routing Number (ABA) 

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Financial Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Bank Contact & Phone #: \_\_\_\_\_ ( ) \_\_\_\_\_

Please check here to use the above account for Incentive/Holdbacks payments:

In order for Toyota Motor Sales USA, Inc to withdraw funds from your account, please notify your financial institution to authorize our company to debit your account and provide our banking information:

Account Name: Toyota Motor Sales, USA Inc.  
ACH Company ID: 9000000400  
Routing Transit No: 121000358

Part II: Account Specified for "Deposits from Toyota" (Incentives, Holdback & Finance Reserves)

Checking Account: \_\_\_\_\_ Account Number 

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 Routing Number (ABA) 

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Financial Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Bank Contact & Phone #: \_\_\_\_\_ ( ) \_\_\_\_\_

We authorize Toyota Motor Sales (TMS) to effect payment for monthly charges or credits on our parts statement as such amounts become due by initiating Automated Clearing House (ACH) debit or credit entries or depository transfer checks (DTC's) to the bank account designated above as the "Parts Statement Payments" account. We also authorize TMS on behalf of the applicable Toyota entity to deposit payments in to the bank account designated above as the "Deposits from Toyota" account via ACH electronic funds transfer. We authorize the Bank(s) to accept any debit or credit entries initiated by TMS to the applicable account and to debit or credit our account without responsibility for the correctness thereof. Should an incorrect amount be deposited or charged to a designated bank account in error, we authorize TMS on behalf of the applicable Toyota entity to have the money withdrawn from or recredited to such account and a new amount issued in its place. Should a withdrawal from such account not be possible, we will promptly reimburse TMS on behalf of the applicable Toyota entity for any such overpayment. Further, we will notify TMS of any errors on the Statement of Electronic Funds Transferred within 30 days of the receipt of such statement. We understand that authorizing TMS to take these actions does not change the Toyota entity responsible for any payment obligations, and in the event of the nonpayment of any payment

obligations, we shall only have rights against the Toyota entity directly responsible for such payment. We understand that we may terminate this agreement at any time by written notification to Toyota Motor Sales, 19001 S. Western Ave., Torrance, CA 90501, Attn: Accounts Payable, Mail Drop G412, effective not more than 10 working days following receipt of such notice. We also understand that processing of the electronic transfer for parts statements from the account designated as the "Parts Statement Payment" account will commence automatically and that actual transfer will occur on or about the 15<sup>th</sup> of the month following the parts statement date.

Signature -Authorized Officer of the Company	Title	Date(Month/Day/Yr)
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Revised3/2011