

### Part 1 – Supplier Categorization

1. \*Are you a third-party providing a product or service to BMO or BMO's customers on its behalf?

Yes ☐ If Yes, proceed to step #2 and skip #3.

No ☐ If No, proceed to step #3.

2. You are a Supplier if you checked "Yes" above. Which category below best aligns to the product or service you are providing:

Supplier type / sub-type:

3. You are a Payee if you checked "No" above. Please select the category that best aligns:

Payee type:

### Part 2 – General Information

\*Supplier/Payee Legal Name:

\*Supplier/Payee Contact Name:

Supplier/Payee Doing Business As (if different from above):

\*Supplier/Payee Contact Number:

\*BMO Legal Entity Billing:

- Bank of Montreal (BMO CAN CAD)
- BMO Nesbitt Burns (NB CAN CAD)
- BMO Trust Company (BMO TrustCo)
- BMO InvestorLine Inc (BMO Investor)
- BMO Investments Inc (BMO Invest)
- BMO Life Assurance Company (BMOA)
- BMO Harris Bank N.A. (Harris USD)
- Bank of Montreal (BMO USD)
- BMO Capital Markets

\*Supplier/Payee Contact Email:

\*Supplier/Payee Accounts Receivable Contact Email:

\*BMO Line of Business Contact Email:

\*Purchasing (P.O.) Contact Email:

### Part 3 – Supplier / Payee Remit-to Address

\*Address Line 1:

Address Line 2:

\*City:

\*Province/State:

\*Country:

\*Postal/ZIP Code:

#### Part 4 – Public / Private

- |  |  |
|--|--|
| <p>1. <b>*Are you a Public or Private Supplier/Payee?</b></p> <ul style="list-style-type: none"> <li>Public - A company that is listed and publically traded on a stock exchange</li> <li>Private - A company in which a small group of shareholders control all of the shares; no shares are publicly traded.</li> </ul> <p>Public <input type="checkbox"/> If Public, proceed to Part 5</p> <p>Private <input type="checkbox"/> If Private, proceed to next question (#2).</p> | <p>2. BMO requires details for anyone who has a beneficial ownership of 25% or more. Are there any beneficial owners with an individual ownership of 25% or more?</p> <p>YES <input type="checkbox"/> If Yes, go to next question (#3.)</p> <p>NO <input type="checkbox"/> If No, proceed to Part 5.</p> |
|--|--|

3. Please provide the following details for any individual with an ownership of 25% or more:
- |                           |                         |
|---------------------------|-------------------------|
| a) Beneficial Owner Name: | Beneficial Ownership %: |
| b) Beneficial Owner Name: | Beneficial Ownership %: |
| c) Beneficial Owner Name: | Beneficial Ownership %: |
| d) Beneficial Owner Name: | Beneficial Ownership %: |

#### Part 5 – Tax ID Validation

1. **\*Where are you registered as a supplier/payee?**
- Canada ☐ U.S. ☐ Other ☐
- For Canada: Please provide GST/HST number:
- For U.S.: Please download and complete the [W9 \(link\)](#) to attach in the submission
- For Other: Please download and complete the [W8 \(link\)](#) to attach in the submission

#### Part 6 – Supplier Additional Information

1. How many invoices are expected to be submitted to BMO per year?
2. Supplier/Payee - What is the estimated annual spend from BMO?
3. Is there an existing legal contract with BMO? Yes ☐ No ☐
4. If Yes to #3, what is the contract number?

#### Part 7 – Banking Information (VOID cheque/Bank Statement is preferred) – **MANDATORY FOR PAYMENT**

**\*Invoice Currency:** If Other, please specify:

If the supplier banks with a **Canadian** Financial Institution, please complete below:

If the supplier banks with an **American** Financial Institution, please complete below:

Name of Account:

Name of Account:

Bank Name:

Bank Name:

5-Digit Transit # (Must enter 5-digits, set up will be rejected if incorrect which may affect payment):

9-Digit Routing # (Must enter 9-digits, set up will be rejected if incorrect which may affect payment):

Account #:

Account #:

Notification Email for Deposit:

Notification Email for Deposit: