



AUTOMATIC PAYMENT PROGRAM Prepayment Registration Form

Current Date:

Purchase Order Number:

INSTITUTION NAME:

ACCOUNT NUMBER:

Please specify the account number to which you would like the prepayment applied.

INSTITUTION SYMBOL:

AMOUNT OF PAYMENT \$

SPECIAL
INSTRUCTIONS:

Submit payment with a copy of this form to:

Billing addresses east of the Mississippi:

OCLC Inc
PO BOX 714746
Cincinnati, OH 45271-4746

Billing addresses west of the Mississippi:

OCLC Inc
PO BOX 5405
Denver, CO 80217-5405

Overnight Deliveries only (i.e. FedEx)

OCLC, Inc.
KeyBank
Attn: Lockbox Services
895 Central Avenue, Suite 600
Cincinnati, OH 45202

ACH (US Customers) only

Bank Account: OCLC, Inc.
Bank Name: KeyBank
ABA Routing #: 021052053
Account Number: 61654527

Wire Transfer only

Bank Account: OCLC, Inc.
Bank Name: KeyBank
ABA Routing #: 041001039
Account Number: 359681487344

OCLC FEIN NO. 31-0734115

Registration form is required for participation of eligible customer accounts, please return the completed form with payment or email to acctsrc@oclc.org. Payment will be received as open credit. At the time of receipt, any open invoices will be deducted from the payment. Invoices generated on an annual (subscriptions) or monthly (IFM or ECS) basis will be deducted from the credit balance. The participation credit will be calculated based on the effective rate at the time as a lump sum credit when payment is received. For accounts with an open credit balance, a statement of all open items will be provided monthly which will display the remaining balance in the account for the current period.