

BPX's W9 and Bank Letter Requirements:

BPX Requires your company's **W9** and **Bank Details**, as follows:

W9 Requirements:

1. Must be IRS version Rev. October 2018 or Rev. March 2024
2. Must be signed and dated by a company representative

Bank Detail Requirements:

1. **Must use template below**
2. Must be on your company letterhead
3. Must be signed and dated by an authorized company representative (i.e. CEO, Controller, etc.) **within 6 months from submission date**
4. Must be in PDF format

Please note that our system only allows ACH Payments to US Banks

BANK DETAILS TEMPLATE:



**YOUR COMPANY LOGO (NOT your banks) GOES AT THE TOP OF PAGE –
Logo above used as an example**

Company Information

Company Name:	<Enter Company Name>
Entity Name (i.e. dba):	<If Applicable>
Date the company was formed/incorporated	<Date>
Physical Address:	1700 Platte Street
State & Zip Code:	Denver, CO 80202
Tax ID:	12-3456789
Phone Number:	303-123-4567
Fax:	456-789-1234
Email Address (for remittance notices)	<Email>

Banking Information (ACH Payment)

Account Name:	<Enter Name on Account>
Bank Name:	<Enter Bank Name>
Bank Address:	1500 Bank Lane
State & Zip Code:	Denver, CO 80202
Account Number:	0000000123
Routing/ABA Number:	0000001234

Example User

	Example User	CFO	07/25/2025
Signature	Name	Title	Date