



DIRECT DEPOSIT/ACH (Automated Clearinghouse Network) AUTHORIZATION FORM

REQUIRED INFORMATION: Please read carefully and complete all fields. All fields are mandatory. Incomplete information on either page may result in delays or cancellation of your Direct Deposit enrollment or changes.

SAVE TIME: Access our Owner Relations Portal to enroll in ACH or make changes:
<https://bpxownerrelations.bpx.com>

Step 1: Request Type & Owner Information New Enrollment Change Cancel

_____		_____	
Owner Name or Company	Title of position (if Company)		
_____		_____	_____
Owner Address	City, State	Zip code	
(____) _____	_____		
Daytime phone number	TIN or Last 4 digits of SSN		
_____	_____		
8-digit BPX Owner Number	Email Address		

Step 2: Banking and Check Information

Depository/Bank institution name	

Depository/Bank address	

Depository institution routing number (9 digits)	
_____	_____
Name on account	Account number (Note: Only checking accounts accepted)

Check Information & Verification: Information should be taken from your bpx energy check (within last year)

_____	_____	_____
Check Number	Check Date	Check Amount

Step 3: Authorization and Signature(s): Only physical (handwritten) signatures are accepted. No electronic signatures permitted. Additional documents may be requested for representatives.

I (we) authorize bpx energy to access to the listed account to electronically deposit funds in accordance with the agreed payment obligations. Further, I (we) certify the information provided is correct. I (we) agree to provide at least 30 days written notice to bpx energy prior to revoking this authorization.

_____	_____
Owner Name or Authorized Representative	Date
_____	_____
Owner Signature or Authorized Representative	Title (if corporation or business assoc.)

Step 4: Scan and email a copy of a voided check or official bank letter, along with this completed form, to bpx:

Send all completed documentations to: bpxownerrelations@bpx.com

Note: Only true copies of checks are accepted. A photocopy of the front of the voided check is required.

Step 5: Check the box to indicate that you have attached a Change of Address Form to update your address. Change of Address Forms are available at: <https://ownerrelations.bpx.com>

Direct Deposit Information Section:

We are committed to the secure and professional handling of all information. **Please allow 4–6 weeks for set-up and testing.**

All submitted bank letters must include the following:

- Official bank letter on bank letterhead
- Account holder name
- Routing number
- Account number
- Bank contact number
- Signature or stamp

For additional information, forms, templates, or to access our Owner Relations Portal, please visit: <https://ownerrelations.bpx.com>

Please note that paper statements are not available for owners paid by ACH. Paper statements are only issued to owners receiving payment by check. If you wish to receive payment by check and paper statements, please submit a written request via email to bpxownerrelations@bpx.com

Informational Only - Owner Checklist:

- Request Type and Owner Information completed
- Banking Information completed
- Payment Verification completed
- Authorization and physical signature provided
- Required attachments included (voided check or official bank letter)
- Completed form and attachments submitted to BPX via mail or email