

**IMPORTANT - THIS FORM IS FOR RIGHTS & ROYALTIES USE ONLY. ALL OTHER SUPPLIERS MUST COMPLETE THE STANDARD SUPPLIER FORM. THE RR FORM WILL NOT BE ACCEPTED FOR ANY OTHER SUPPLIER TYPE**

Fields marked with an asterisk\* are ALWAYS mandatory & not completing them may delay the update of your record

Fields marked with a double asterisk\*\* are mandatory when payment is to be made to your bank account

IPM Deal ID (if known)

Supplier ID  
Site ID

(to be filled for updates to existing supplier records)

### Individual / Company Information

Enter either Company Name or Prop/Payee Name in the Name field depending on Individual vs. Company (Legal Entity) setup.

Account Type \*  
Name \*  
Primary Contact \*  
Email \*  
Telephone \*

### Bank Information

Bank Name \*\*  
Name on Bank Account \*\*  
Bank Account Number \*\*  
Bank Account Type \*\*  
Bank Currency \*\*  
Email address for Remit Advice

### Address Information

For Change of Address requests, please provide address details currently on file in the 'Prior Address' field. For all New account requests, 'Prior Address' can remain blank.

#### Prior Address

#### Current Address

Attention  
Address 1 \*  
Address 2 \*  
City\*  
State\*  
Country\*  
Zip /Post Code \*  
Payment

Special Instructions [Note - we cannot accept FBO / intermediary bank / investor account information]

### Bank Address

Address 1 \*\*  
Address 2  
City \*\*  
State / County  
Country \*\*  
Zip /Post Code \*\*

#### Depending on Bank Country; Routing #, Sort Code or SWIFT must be provided:

Bank Routing Number \*\*  
Sort Code (Branch ID) \*\*  
SWIFT Code (BIC) \*\*  
IBAN Number  
BSB (Bank-State-Branch) Number  
Transit / Branch Number  
IFSC Number

Money Transfer Type \*\*  
Money Transfer Number \*\*

### Tax Identification Numbers (TIN)

Tax fields are dependent on where you are tax registered. In most cases, you will only need to fill out a single field. Please provide others where relevant:

US - Federal Tax ID (SSN)  
US - Employer ID Number (EIN)  
US - Individual Tax ID Number (ITIN)

US - Submit W8 or W9 form

CA - Social Insurance Number (SIN)  
CA - Harmonized Sales Tax (HST)  
CA - Goods & Services Tax (GST)

**For all geographies - Are you (for individuals), or is your organization, tax registered in another jurisdiction associated to the MAIN ADDRESS you have provided?**

Alternative Tax Registration #  
(if applicable)

UK - VAT Registration Number (VAT)

AUS - Australia Business Number (ABN)  
AUS - Are you GST Registered in AUS?  
If so, please provide your GST Registration #

If GST Registration # is left blank, withholding tax will be applied to your payments unless a 'statement by supplier' is provided.

Are you Tax Registered in Singapore?  
Are you Tax Registered in Malaysia or Philippines?

India - Permanent Acct Number (PAN)  
India - Are GSTIN Registered for your main address state?  
If so, please provide your GSTIN Registration #

By signing, scanning and submitting this form back to Pearson you acknowledge you have reviewed the relevant privacy notice, <https://www.pearson.com/legal-information/privacy-notice.html>, in particular provisions about the transfer and storage of your personal information outside of your country of residence, and consent to the processing of your personal information as outlined in the privacy policy. If you do not consent to the processing of your personal information as detailed therein, please contact [dataprivacy@pearson.com](mailto:dataprivacy@pearson.com).

BY SIGNATURE AS THE COMPANIES AUTHORIZED REPRESENTATIVE BELOW; YOU AGREE THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE AND THAT:

The Supplier agrees that it and any goods, services and deliverables it may provide from time to time shall, at all times, comply with:

- (i) Pearson Business Partner Code of Conduct;
- (ii) Pearson's Anti-Bribery and Corruption Policy;
- (iii) Data Privacy Security Schedule, and
- (iv) any other policies, standards or guidelines that Pearson may bring to the Supplier's notice;
- (v) Its business, and that of its sub-contractors and suppliers, is free from slavery, servitude, forced or compulsory labour and human trafficking as defined by the Modern Slavery Act 2015.

Link to all Policies and downloads: <https://www.pearson.com/for-suppliers/our-policies.html>

Signature:  
(sign form & send back to Pearson)\*

Name:\*  
Position: \*

Date: (dd/mm/yyyy)\*