

Request Type  
 IPM Deal ID (if known)

**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  
 Fields without an asterisk may be left blank

**Vendor Type\***

RR Supplier

**Supplier ID**
*(to be filled for updates to existing supplier records)*
Supplier Information

 Company Name (if applicable)  
 Person Name\*  
 Primary Contact \*  
 Email \*  
 Telephone \*

Bank Information

 Bank Name \*\*  
 Name on Bank Account \*\*  
 Bank Account Number \*\*  
 Bank Account Type \*\*  
 Bank Currency \*\*

Supplier Address

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

Bank Address

 Address 1 \*\*  
 Address 2  
 City \*\*  
 State / County  
 Country \*\*  
 Zip /Post Code \*\*  
 Email address for Remit Advice

 Payment 

Bank Routing Number \*\*

 Special Instructions [Note - we cannot accept FBO / intermediary bank / investor account information]
**For non-US bank accounts, either Sort, Routing, or SWIFT MUST BE COMPLETED**

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

Tax Information

 Federal Tax ID (US)  
 Tax Identification Number (TIN)  
 Foreign Tax ID / Canada Tax ID  
 Submit W8 or W9 form 

By signing, scanning and submitting this form back to Pearson you acknowledge you have reviewed the relevant privacy policy, <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) Pearson's commitment to the UN Global Compact, 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/social-impact/sustainability/policies---downloads.html>;

 Signature:  
 (print and sign form Scan  
 and send back to Pearson)\*

Name:\*

Position: \*

Date: (dd/mm/yyyy)\*