



THOMSON REUTERS®

## Dear Supplier

Many companies are seeing an increase in fraud, specifically around bank account changes. Our compliance policies evolve based on current trends and we have seen new instances of fraud that take advantage of COVID-19 impacts. This requires more stringent requirements to protect not only our vendors but Thomson Reuters as well.

Part of our role in Accounts Payable is to prevent this from happening while still providing both the necessary vendor satisfaction and financial protection. Because of this, we have implemented a new requirement to process any Supplier creation or modification.

## *What is changing?*

When submitting a new supplier request or supplier modification, banking support documents are required for validation depending on your scenario:

### **Corporations, Companies, Organizations**

For these suppliers we request **two** documents:

1. A letter on the company letterhead confirming bank details with the authorized signatory's signature
2. Plus, **one** of the following documents:
  - Letter from the bank with the bank details (to include account name, bank name, bank routing numbers, account number, IBAN/Swift Code)
  - Cancelled/Void Check.
  - Blank bank statement (screenshot of the top portion with bank information only)

### **Individuals (Authors, Stringers, Freelancers, Photographers and related) or Sole Proprietors**

For this type of supplier, we will request **only one** of the following documents:

1. A letter on the company letterhead confirming bank details with the authorized signatory's signature
2. Letter from the bank with the bank details (to include account name, bank name, bank routing numbers, account number, IBAN/Swift Code)
3. Cancelled/Void Check.
4. Blank bank statement (screenshot of the top portion with bank information only).

## *What you need to know and do*

- Make sure the information provided is signed off, then Accounts Payable can validate the documentation and handle bank details.

We appreciate your understanding as we implement further controls to protect both Thomson Reuters and our vendors. If you have any question please contact [Vendor Master Team](#) or visit our [Supplier Portal](#).

Thank you and regards,  
Accounts Payable Thomson Reuters