

Updating Your Company Information in Husky Systems Frequently Asked Questions

How do we change our payment method?

- Download the [Direct Deposit Form](#) or [Wire](#) form depending on your desired payment method.
- Complete the form and have it signed by the person in your organization with the appropriate signing authority.
- Include a supporting banking document. A list of acceptable documents is at the top of both forms.
- Ensure:
 - all documents are printed and in PDF format. Handwritten information will not be accepted.
 - the information on your completed form matches what is on your supporting document. Discrepancies will prevent the updating of your payment method.
- Submit your request with the required documents attached using the [Supplier Information Update](#) form.

How do we change our banking information?

- Follow the steps for changing payment method.

How do we change our legal name?

- Download the Excel-based [Legal Name Update](#) form.
- Complete the first tab/worksheet.
- Complete one of the other four tabs, which is determined by your responses in the first tab.
- Ensure all required supporting documents are provided in PDF format.
 - Required documents are indicated in the [Legal Name Update](#) form.
 - If you are doing business with Husky in North America, please download and complete the [Canadian-U.S. Residency Questionnaire](#).
 - If you are doing business with Husky in the U.S., please provide your [W8/W9](#) form as applicable.
- If you are not receiving cheques for payment, download the [Direct Deposit](#) form or [Wire](#) form depending on your payment method.

- Complete the form and have it signed by the person in your organization with appropriate signing authority.
- Include a supporting banking document. A list of acceptable documents is at the top of both forms.
- Ensure:
 - all documents are printed and in PDF format. Handwritten information will not be accepted.
 - the information on your completed form matches what is on your supporting document. Discrepancies will prevent the updating of your payment method.
- Send all forms and attachments to: VMRequest.TradesPayable@huskyenergy.com.

How do we change our contact information (phone, email, fax, sales contact person?)

- Submit your request using the [Supplier Information Update](#) form.

How do we change our address?

- Send in PDF format either of the following:
 - A copy of your invoice on company letterhead with your new address highlighted in the letterhead.
 - A letter from your company, on company letterhead, requesting the address change.
- Submit your request with the required documents attached using the [Supplier Information Update](#) form.