**BANKING INFORMATION VERIFICATION**

**For Purdue University staff use only**

**This form is not required for individual refunds, reimbursements, teacher honorariums.**

[ ]  New Vendor [ ]  Update Banking Information [ ]  Change in Payment Method

Source used to select phone number for bank verification

[ ]  SAP vendor record (preferred for existing vendors)

[ ]  Company Website (preferred for new vendors)

[ ]  Other source: Click to add source used to obtain phone no.

Note: An alternate number from an email chain or invoice ***should not*** be used.

**VENDOR/BENEFICIARY INFORMATION**

Vendor/Beneficiary Name: Click or tap here to enter text.

Vendor/Beneficiary Phone: Click or tap here to enter text.

Vendor/Beneficiary Contact name: Click or tap here to enter text.

Vendor/Beneficiary Contact Title/Dept: Click or tap here to enter text.

**Verify the following banking information provided on the EFT/ACH form or Substitute W-9:**

Name of Financial Institution Click or tap here to enter text.

Bank ABA/Routing NumberClick or tap here to enter text.

Bank Account NumberClick or tap here to enter text.

**If UPDATE** (also have the vendor verify the financial institution and last 4 digits of the existing account # on file)

Name of Financial Institution Click or tap here to enter text.

Last 4 digits of existing account # Click or tap here to enter text.

The existing account # provided by the contact matches the existing account # in SAP. [ ] YES [ ] NO (if NO DO NOT PROCEED**)**

Please check the box and sign.

[ ]  I contacted the vendor and successfully verified their banking information.

Printed name Click or tap here to enter text. Department Click or tap here to enter text.

 Purdue staff member

Signature Date Click or tap to enter a date.

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