**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 [ ]  Wire Transfer

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.

**Source used to obtain phone no.**

**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**)**

**Verify the following beneficiary banking information on the Wire Transfer Request Form:**

Name on the Account (Must match Beneficiary name) Click or tap here to enter text.

Bank Name Click or tap here to enter text.

BIC/SWIFT/ABA Click or tap here to enter text.

IBAN/Bank Account Number Click or tap here to enter text.

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.

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Signature Date Click or tap to enter a date.

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