

VENDOR BANK INFORMATION REQUEST FORM:

Complete **ALL** applicable fields (A/R Vendor Details, Vendor signature, Bank details, Requestor Info)...

- **Vendor Details:**

- This is the Vendor's payment information IF a check was sent.
- JH SAP Vendor Number, IF one exist please note. IF one does NOT exist, leave it blank
- FEIN, this is the Vendor's USA IRS Tax ID number. This allows us to confirm that banking is being added/updated to the correct account.
- Legal Name is the vendor's name they file with the IRS.
- D/B/A (doing business as) is the Vendor's business name. IF the vendor does NOT have D/B/A, it can be blank.
- A/R Address, City, State, Zip is the Vendor's payment/remit address shown on their invoice. This is NOT the Vendor's Bank's address.
- A/R Contact Person, phone, fax and email is the Vendor's point of contact for invoice payment questions, etc.
- Vendor's signature and title is the individual who is completing the form.

- **Bank Details:**

- This is the Vendor's Bank information.
- Name of Account Holder(s) is the Name on the Account.
- Bank Name, address, city, state, zip is the Bank's physical name and location.
- Bank Local Clearing or Branch Code, some banks will provide this information but IF not, it can be blank .
- US Bank ABA/Routing Number is required for USA banks. This code is 9 numeric digits long.
- Account Holder Bank Account Number is the Vendor's bank account number.
- International Bank Swift/BIC code is required for FOREIGN/International Banks. This code is 8 or 11 characters long.
- IBAN is ONLY mandatory for certain FOREIGN/International countries, not USA (see attached).
- US Correspondent/Intermediary Bank name and ABA/Swift/BIC code is NOT mandatory and can be left blank. IF the vendor provides the information, accept it. I can usually find the corresponding bank. IF I cannot, I will contact you to request the vendor to provide this information.

- **Requestor Information:**

- This is YOUR departmental contact information so IF I have any questions, I can contact your department.
- This should NOT be blank.

- **Bank Verification:**

- *Required for all banking setups/updates – International/Foreign & USA vendors (noted at top of the form)*
- Bank Verification is required along with the Bank Form.
- **Acceptable Verification for COMPANY accounts** – Verification can be in the form of the Company's INVOICE or Company LETTERHEAD received from the Vendor which includes the Vendor's Banking instructions ~~—OR—~~ Bank LETTERHEAD received from the Company's BANK which details the Vendor's complete banking instructions ~~—OR—~~ A copy of the Company's top portion of their BANK STATEMENT ~~—~~ **OR—** A copy of the Vendor's **USA** canceled or voided Check.
- **Acceptable Verification for INDIVIDUAL's accounts** - per policy, A/P requires an **Official Bank Document** which details the required banking information. This can be in the form of a LETTERHEAD received from the Individual's BANK which details the Vendor's complete banking instructions ~~—OR—~~ **A copy of the Individual's top portion of their BANK STATEMENT (usually easiest to obtain)** ~~—OR—~~ **A** copy of the Vendor's **USA** canceled or voided Check.