



Use this form to provide the necessary information to establish ACH/EFT as a payment method, or to change previously provided information, for the Supplier identified in Section 1, below.

**This page is to be completed by the SUPPLIER only**

Complete all sections of this form. If any information is handwritten, please write legibly. Incomplete or illegible forms will not be accepted.

Section 1: Supplier Information			
Supplier name (company or individual):			
Contact name (for company):	Email:		
Phone:	Federal Employer ID (TIN/EIN) or Social Security Number (last 4 digits) (if applicable):		
Remit-to email:	Remit address:		
City:	State:	Zip code:	

Section 2: Supplier Financial Information			
Name of financial institution:			Phone:
Account type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:	Account #:	Routing #:

Section 3: Required Attachments	
To complete this request, select and attach one of the following:	
All boxes must be checked next to each requirement for this form to be accepted.	
Examples can be found attached to this form.	
<input type="checkbox"/> <b>A. Bank statement header:</b> a copy of the top 1/3 of the first page of the monthly bank statement. Can be either the paper or electronic statement. Must include <b>all</b> the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank name and bank logo;</li> <li><input type="checkbox"/> Supplier name and bank account number;</li> <li><input type="checkbox"/> Dated within previous six months; and</li> <li><input type="checkbox"/> Information on attachment matches information on this form.</li> </ul>	<input type="checkbox"/> <b>C. Signed bank letter:</b> a letter from the bank that includes <b>all</b> the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank name and bank logo;</li> <li><input type="checkbox"/> Supplier name and bank account number;</li> <li><input type="checkbox"/> Bank signature or bank stamp;</li> <li><input type="checkbox"/> Dated within previous six months; and</li> <li><input type="checkbox"/> Information on attachment matches information on this form.</li> </ul>
<input type="checkbox"/> <b>B. Void check:</b> a copy of a void check, a check image, or an electronic check. Must include <b>all</b> the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank name and bank logo;</li> <li><input type="checkbox"/> Supplier name; and</li> <li><input type="checkbox"/> Supplier bank account number and ABA routing number in the MICR line at bottom of check; and</li> <li><input type="checkbox"/> Information on attachment matches information on this form.</li> </ul>	<input type="checkbox"/> <b>D. Other bank document:</b> submissions of other bank documents are subject to review. Must include <b>all</b> the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank name and bank logo;</li> <li><input type="checkbox"/> Supplier name and bank account number;</li> <li><input type="checkbox"/> Bank signature, bank stamp, or bank URL;</li> <li><input type="checkbox"/> Dated within previous six months; and</li> <li><input type="checkbox"/> Information on attachment matches information on this form.</li> </ul>

Section 4: Authorization			
<ul style="list-style-type: none"> <li>• Account changes must be reported to Yale Procurement (via the Yale department) thirty (30) days prior to the effective date.</li> <li>• All EFT accounts are tied to an address in our system; a form is required for each address (if needed).</li> <li>• The entity/individual listed ("Supplier") hereby authorizes Yale Procurement to initiate credit entries to its accounts in the financial institution identified above. Additionally, this form provides Yale Procurement the authority to debit any erroneous credit or transfers to the account in the amount of the transfer.</li> <li>• Supplier signature below confirms accuracy of the information contained herein.</li> </ul>			
Supplier representative name (print):	Phone:		
Supplier representative signature:	Date:		

# This page is to be completed by the YALE REQUESTOR after it has been returned to them by the Supplier

Section 5: Request Information			
Select one:	<input type="checkbox"/> Add <input type="checkbox"/> Update / Change <input type="checkbox"/> Inactivate	Yale department submitting request:	
Supplier name ( <i>company or individual</i> ):			Supplier # ( <i>if existing</i> ):
Is this Supplier being used for a close of escrow?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 6: Requestor Checklist	
	Confirmed
All sections of page 1 have been filled in completely and legibly by the Supplier INCLUDING a signature, date, and phone number on the bottom.	<input type="checkbox"/>
The supplier has attached a Bank statement header, a signed Bank Letter, a voided check or another bank document to the form	<input type="checkbox"/>
The attached document meets the requirements listed in section 3, above	<input type="checkbox"/>
The Supplier name listed above (and on the attachment) matches the Supplier name in Workday. If the Supplier is new, the Supplier name listed above (and on the attachment) matches the Supplier's name on the W8 or W9 provided.	<input type="checkbox"/>

**If any of the above boxes are not checked, the form must be sent back to the Supplier for correction.**

Section 7: Yale Requestor Authorization			
<ul style="list-style-type: none"> <li>Requestor confirms that they have filled out this form in its entirety.</li> <li>Requestor signature below confirms accuracy of the information contained by the Supplier herein.</li> </ul>			
Yale requestor name ( <i>print</i> ):		Phone:	
Yale requestor signature:		Date:	

- Once all necessary information is obtained, the Yale department (**not the Supplier**) making the request should submit the completed form and all required attachments as follows:
  - For **new** Suppliers, attach all documentation to the **Create Supplier Request** in Workday; or
  - For **existing** Suppliers, attach all documentation in an **email** to [supplier.change@yale.edu](mailto:supplier.change@yale.edu).



# ATTACHMENT B

## Void Check Example



# ATTACHMENT C

## Signed Bank Letter Example



**Not Real World Bank**  
123 Main Street  
City, Province 00000  
Country  
T: 123-456-7890 F: 123-456-7890

January 1, 20XX

Mr. John Smith  
123 International Drive  
Any Town, Any Province 123456

To Whom it May Concern:

This letter is to state that John Smith is a valued customer of the Not Real World Bank. He has been banking with our branch since 20XX, and currently holds a net balance on deposit, this day of January 1, 20XX, of \$20,300 USD in his personal savings (or checking) account.

Account Number: 123456789  
Institution Number: 123456789

Should you require any further information, please feel free to contact me directly at 123-456-7890 ext. 12.

Sincerely,

*Steve Banker*

Steve Banker  
Financial Services Representative

