

**Instructions:**

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

Section 1: Request Information	
<b>Select one:</b>	<input type="checkbox"/> Add <input type="checkbox"/> Update / Change <input type="checkbox"/> Inactivate <b>Yale department submitting request:</b>

Section 2: Supplier Information			
<b>Supplier name</b> ( <i>company or individual</i> ):	<b>Supplier #</b> ( <i>if existing</i> ):		
<b>Contact name</b> ( <i>for company</i> ):	<b>Email:</b>		
<b>Phone:</b>	<b>Federal Employer ID (TIN/EIN) or Social Security Number (last 4 digits)</b> ( <i>if applicable</i> ):		
<b>Remit-to email:</b>	<b>Street address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip code:</b>	

Section 3: Supplier Financial Information			
<b>Name of financial institution:</b>	<b>Phone:</b>		
<b>Account type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:	<b>Account #:</b>	<b>Routing #:</b>	

Section 4: Required Attachments	
<b>To complete this request, select and attach one of the following:</b>	
<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>• Bank name and bank logo;</li> <li>• Supplier name and bank account number; and</li> <li>• ABA routing number (<i>preferable</i>).</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>• Bank name and bank logo;</li> <li>• Supplier name and bank account number;</li> <li>• Bank signature or bank stamp; and</li> <li>• ABA routing number (<i>preferable</i>).</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>• Bank name and bank logo;</li> <li>• Supplier name; and</li> <li>• Supplier bank account number and ABA routing number in the MICR line at bottom of check.</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>• Bank name and bank logo;</li> <li>• Supplier name and bank account number;</li> <li>• Bank signature, bank stamp, or bank URL; and</li> <li>• ABA routing number (<i>preferable</i>).</li> </ul>
<b>Note:</b> all documents must be dated within the previous six months. Information provided on this form must match the information on the attachment(s) provided; requests that do not match will be returned.	

Section 5: Authorization			
<ul style="list-style-type: none"> <li>• Account changes must be reported to Yale Shared Services ("YSS") (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 (<i>if needed</i>).</li> <li>• The entity/individual listed ("Supplier") hereby authorizes YSS to initiate credit entries to its accounts in the financial institution identified above. Additionally, this form provides YSS 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>			
<b>Supplier representative name</b> ( <i>print</i> ):	<b>Phone:</b>		
<b>Supplier representative signature:</b>	<b>Date:</b>		
<b>Yale requestor name</b> ( <i>print</i> ):	<b>Phone:</b>		
<b>Yale requestor signature:</b>	<b>Date:</b>		