

DEAR VENDORS:

IF YOU CURRENTLY ARE RECEIVING PAPER CHECKS, BUT WOULD PREFER TO RECEIVE PAYMENTS ELECTRONICALLY VIA DIRECT DEPOSIT ALONG WITH THE MAIL NOTIFICATION, PLEASE PROVIDE ALL THE FOLLOWING INFORMATION IN THE SPACES PROVIDED BELOW.

Payee Name: _____

Supplier Number (Banner + or Vendor Code): _____

Bank Name: _____

9-Digit Routing Number: _____

Account Number: _____ Checking _____ Savings _____

Change to current direct deposit information: Yes _____ No _____

Last four digits of the former bank account number: _____

Taxpayer ID: _____

Email Address for Payment Details: _____ Phone Number: _____

Authorized Signature: _____ Printed Name: _____

Feel free to contact our office at (513)529-9200 if you have any questions.

Sincerely,

Accounts Payable

Mail Form To:

Accounts Payable

501 E. High St.

107 Roubush Hall

Oxford OH, 45056

Fax Form To:

Accounts Payable

(513)529-6124

E-mail Form To:

Accountspayable@miamioh.edu



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