



## Vendor Account Change Form

### Current Vendor Information:

COMPANY NAME \_\_\_\_\_ TAX ID NUMBER \_\_\_\_\_

I (we) hereby authorize \_\_\_\_\_, hereinafter called COMPANY, to initiate debit and/or credit entries to my (our) checking and/or savings account indicated below and the Financial Institution named below, Hereinafter called BANK, to debit or credit the same to such account.

BANK NAME \_\_\_\_\_ ROUTING NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

ACCOUNT TYPE (CHECKING, SAVINGS) \_\_\_\_\_

### New Vendor Information:

COMPANY NAME \_\_\_\_\_ TAX ID NUMBER \_\_\_\_\_

I (we) hereby authorize \_\_\_\_\_, hereinafter called COMPANY, to initiate debit and/or credit entries to my (our) checking and/or savings account indicated below and the Financial Institution named below, Hereinafter called BANK, to debit or credit the same to such account.

BANK NAME \_\_\_\_\_ ROUTING NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

ACCOUNT TYPE (CHECKING, SAVINGS) \_\_\_\_\_

This authority is to remain in full force and effect until the COMPANY and BANK have received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and BANK a reasonable time to act on it.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_