

Erickson Incorporated
**Bank Info Change Affidavit
Instructions**

Location: L:\Templates\EAC Forms\0217...

If the VCF (EAC form 0096 – Vendor Change Form) reason for request is to change of bank information, complete the Bank Info Change Affidavit. This is required to verify the bank information to prevent fraud.

- For purchasing vendors, the form should be completed by the person in purchasing (Buyer) filling out the VCF.
 - For non-purchasing vendors, AP completes the bank change affidavit and VCF.
 - **The staff accountant only enters the data into DAX once the forms are complete**
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1. Complete the top portion of the bank info change affidavit with the vendor name, vendor number and change requested by.
 2. Complete the Erickson Employee section.
 3. Call the general number for the vendor and ask for accounting. Speak to someone other than the original requestor (if possible) to verify the new bank, account number, ABA and remittance information. Check the box to verify the information is correct.
 4. Foreign vendors, send an email to a different contact at the vendor and include the original bank change request to request verification of the change.
 5. Complete the Vendor Secondary Contact section.
 6. Include original documentation (email or letter) of bank information change request with the VCF and Bank Info Change Affidavit.

NOTE: This document is controlled by the Account Payable Department.