

Vendor Name: _____ Vendor Number: _____

A change to the vendor's banking information was requested. Please confirm that any change of the items below were discussed over the phone and the validity of the change has been acknowledged verbally between the Erickson employee and the secondary contact listed below.

Verify Bank/Account Information:

Bank Name: _____ Bank Account: _____ Bank ABA: _____

Verify Remittance Information:

Email address: _____ Contact name: _____ Contact Phone: _____ Physical address for paper checks: _____

Change requested by:

Name: _____

Title: _____ Phone: _____

Email: _____

Affidavit:

Erickson Employee:

Name: _____

Title: _____ Phone: _____

Email: _____

Describe how Secondary Contact was determined:

I have verbally confirmed with secondary contact below regarding the change in banking information for the above-named vendor on _____.

Vendor Secondary Contact:

Name: _____

Title: _____ Phone: _____

Email: _____