



VENDOR CHANGE REQUEST

PLEASE SPECIFY TYPE OF ACTION

- Change of Name
 Change of Address
 Change of SSN/Federal Tax ID
 Change of Terms
 Change of ACH
 (Bank information)

CURRENT INFORMATION

Name _____ *Last 4 digits of SSN/Fed Tax ID _____ Terms _____
 Address _____ Phone _____
 City _____ ST _____ ZIP _____ *Bank Routing# _____ Last 4 digits of Bank Acct# _____
 Inactivate old address?

NEW INFORMATION

Name _____ *New SSN/Fed Tax ID _____ New Terms _____
 Address _____ Bank Name _____
 City _____ ST _____ ZIP _____ *New Bank Routing# _____ New Bank Acct# _____
 Phone _____

*Compliance

- To comply with International ACH Transaction (IAT) rules, you must notify The University of Iowa if ACH-disbursed funds are being transferred from a United States financial institution to a financial institution in another country.
- The particular rules are pursuant to requirements of the Office of Foreign Assets Control. In order for The University of Iowa to comply with the IAT rules and the applicable United States laws, you must answer the following question:

Will the ENTIRE electronic payment(s) from The University of Iowa be transferred to a foreign bank account? No Yes

CONTACT INFORMATION REQUESTING CHANGE

*Name: _____ *Phone: _____ *Date: _____
 *Signature: _____ *email: _____

Comments:

*Required Fields

SUBMIT FORM TO:

University of Iowa Purchasing, Vendor File Team, 202 PCO, Iowa City, IA 52242;
 or scan and email as attachment to purchasing-vendor@uiowa.edu;
 or e-mail using button above (if you have electronic signature)

QUESTIONS? CONTACT 335-2874 / 335-1261 or email purchasing-vendor@uiowa.edu