

ELECTRONIC FUNDS DISBURSEMENT PAYMENT REQUEST FORM

AUTHORIZATION INFORMATION

DISBURSEMENT INFORMATION

- *1. Date: _____
- *2. Preparer's Name: _____
- *3. Preparer's Phone #: _____
- *4. Preparer's Email Address: _____
- *5. Payment Due Date: _____
- *6. Purchase Order #: _____
- *7. Payment Explanation: _____
- *8. Department: _____
- *9. Authorizer's Name (not #2): _____
- *10. Authorizer's Email (not #4): _____
- *11. Authorized Signature: _____
- *12. OVPR Signature and Stamp: _____

- *13. Payee Name: _____
- *14. Payee Address: _____
- 15. Other Payee Information: _____
- *16. Name on Payee Bank Account _____
- *16a. Bank Account # (US): _____
- *16b. Foreign Bank Account # _____
or IBAN # (Foreign): _____
- *17. Payee Bank Name: _____
- *18. Payee Bank Address: _____
- *19. Payee Bank routing # (US): _____

For Tax Payments Only

- Tax EIN: _____
- Tax Name Control: _____
- Tax Return Number: _____
- Tax Type: _____
- Tax Period (YYMM): _____

University Payables Use Only

- Authorized Signature: _____
- A/P EFT Invoice No.: _____
- A/P EFT Invoice Date: _____
- A/P Vendor No. / Site: _____
- Tax Code: _____

- *19a. Payee Bank SWIFT code (Foreign): _____
- 20. Other Bank Information:
- 21. Remittance Message: _____
- 22. Payee Email Address: _____
- 23. Other Email Address: _____

	Oracle Alias/Natural Account # <small>(PTA and Organization if applicable)</small>	Curr	Disbursement Amount
*24. _____	_____	_____	_____
24a. _____	_____	_____	_____
24b. _____	_____	_____	_____
24c. _____	_____	_____	_____

*** Mandatory information. EFT cannot be processed without these fields being completed.**

Please type the information into the form. Attach the source document for the banking information. It is required for all wires, both domestic and international. Submit the completed form and supporting documentation with the bank source document to University Payables using invoice@gwu.edu. If you have additional questions on completing this form, please check the [instructions](#) or contact University Payables at (571) 553-0247 or P2P@gwu.edu.

- *25. Total _____
- (Foreign Accounts Only)*
- 26. Regions _____
- (Foreign Accounts Only)*
- 27. Type of Activity _____

- 28. For internal use only: _____