

**Department of Accounts**  
**Financial Electronic Data Interchange (EDI)**  
**Trading Partner Notification of Change**

The EDI Payment Agreement requires that trading partners provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. The **updated information can be e-mailed to [edi@doa.virginia.gov](mailto:edi@doa.virginia.gov), faxed to 804-414-9896 or you can send via US Mail to Department of Accounts, eCommerce Unit, P. O. Box 1971, Richmond, VA 23218-1971.**

Trading Partner Name \_\_\_\_\_

Federal Taxpayer Identification Number \_\_\_\_\_  
(include two-digit suffix used for EDI)

**Trading Partner Information:**

Mailing address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number (include extension) \_\_\_\_\_

Internet e-mail address \_\_\_\_\_

**Banking Information:** (Please contact your financial institution if you need assistance with this information.)

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Check one:    Checking account \_\_\_\_\_    Savings account \_\_\_\_\_

9-digit ACH ABA # (not the ABA for wires) \_\_\_\_\_  
(If your bank merged in the last year, please confirm the ACH ABA # and bank account number.)

Bank Account # \_\_\_\_\_

Bank Contact \_\_\_\_\_

Bank Phone # \_\_\_\_\_

Internet e-mail address \_\_\_\_\_

Signature \_\_\_\_\_                      Effective Date \_\_\_\_\_

Title \_\_\_\_\_