



**Commonwealth of Virginia
Non-State Employees*
ELECTRONIC DATA INTERCHANGE PROGRAM**
(To be submitted to Agency Employee EDI Coordinator)

I wish to have my reimbursements and other Commonwealth payments, excluding payroll, directly deposited to my account at the financial institution shown below. **I agree to notify Agency EDI Coordinator immediately of any changes to the information so that payments to me are not disrupted.** **This form is only used for those persons who serve on agency commissions, attend meetings, or travel on behalf of a state agency. Any individual who provides a service to the Commonwealth of Virginia should submit the Vendor EDI Enrollment Form.*

Non-State Employee Information – PLEASE PRINT CLEARLY

Printed Name: _____ Work Phone: (____) _____
 Home Address, City, State, Zip: _____
 *Vendor ID Number: _____ Email Address: _____
**(Required. if unknown, ask your Agency EDI coordinator)*

Financial Institution Information

Name _____ Branch (City/State) _____
 Phone Number _____ (required)
 Checking _____ (copy of voided check is required) Savings _____ (official bank document with routing and account number required – deposit slips are NOT acceptable)

I understand that in the event the Commonwealth notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

Signed _____ Date _____
 Member's Full Name

****Incomplete or illegible forms will cause a delay in processing your request.****

Please attach a Voided Check or official financial institution documentation stating
 Routing and Account information to this form
Deposit slips are NOT acceptable.

**Your name and correct address must appear on the
 check or financial institution information.**

TO BE COMPLETED BY AGENCY EDI COORDINATOR:

ADD CHANGE DELETE

Agency Name _____ Agency Number _____

Agency EDI Coordinator Name _____

Coordinator's Phone Number and E-mail _____

DEPARTMENT OF ACCOUNTS USE ONLY:

Function: ADD _____ DELETE _____ CHANGE _____
 Keyed by _____ Date _____ PRN Date _____ Reviewed by _____ Date _____