

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 business days in advance of such change. The **updated information must be sent via US Mail** to Department of Accounts, EDI Unit, P. O. Box 1971, Richmond, VA 23218-1971.

Trading Partner Name _____

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

Vendor Type (select one):

- Corporation LLC Sole Proprietor/Individual State Agency Locality Partnership
 Grantee Other: _____

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 _____

ACH Transit Routing # (not the Transit Routing # for wires) _____
(If your bank merged in the last year, please confirm the ACH Transit Routing # and bank account number.)

Bank Account # _____

Bank Contact _____

Bank Phone # _____

Internet e-mail address _____

Signature _____

Effective Date _____

Printed Name _____

Title _____