ELECTRONIC FUNDS DISBURSEMENT PAYMENT REQUEST FORM

Click here for inst

AUTHORIZATION 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:

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:

*** 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 online submission. 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.

DISBURSEMENT INFORMATION

*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): Select:
*19a. Payee Bank SWIFT code (Foreign):
20. Other Bank Information: Choose if appropriate:
21. Remittance Message:
22. Payee Email Address:
23. Other Email Address:

	Oracle Alias/Natural Account # (PTA and Organization if applicable)	Curr	Disbursement Amount
*24.			
24a.			
24b.			
24c.			
*25. Total			

(Foreign Accounts Only)

26. Regions: If international choose from options:

(Foreign Accounts Only)

27. Type of Activity: If international choose from options:

28. For internal use only: