Vendor bank-detail verification

Complete before authorizing a payment to new bank details.

Vendor legal name	Invoice/reference number
Request received on	Requested effective date
Trusted callback number	Source of trusted number
Person contacted and role	Callback date and time
New bank name	New account's last four digits
Verified by	Approved by and date

Independent verification

O I called a previously verified number.

O The vendor confirmed authorizing the change.

O The account holder, bank and last four digits match.

O Any discrepancy has been resolved.

Final decision

O HOLD — verification incomplete

O VERIFIED — approved for update

O REJECTED — change not authorized

Never record full account numbers in a shared form. Store sensitive payment instructions securely.