

**ELECTRONIC FUNDS DISBURSEMENT PAYMENT REQUEST FORM**

**AUTHORIZATION INFORMATION**

**DISBURSEMENT 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: \_\_\_\_\_

\*13. Payee Name: \_\_\_\_\_  
 \*14. Payee Address: \_\_\_\_\_  
 15. Other Payee Information: \_\_\_\_\_  
 \*16. Payee Bank Account # (US): \_\_\_\_\_  
 \*16a. Payee Bank IBAN # (Foreign): \_\_\_\_\_  
 \*17. Payee Bank Name: \_\_\_\_\_  
 \*18. Payee Bank Address: \_\_\_\_\_  
 \*19. Payee Bank routing # (US):   
 \*19a. Payee Bank SWIFT code (Foreign): \_\_\_\_\_  
 20. Other Bank Information:

**For Tax Payments Only**

Tax EIN: \_\_\_\_\_  
 Tax Name Control: \_\_\_\_\_  
 Tax Return Number: \_\_\_\_\_  
 Tax Type: \_\_\_\_\_  
 Tax Period (YYMM): \_\_\_\_\_

**Accounts Payable Use Only**

Authorized Signature: \_\_\_\_\_  
 A/P EFT Invoice No.: \_\_\_\_\_  
 A/P EFT Invoice Date: \_\_\_\_\_  
 A/P Vendor No. / Site: \_\_\_\_\_  
 Tax Code: \_\_\_\_\_

21. Remittance Message: \_\_\_\_\_  
 Up to 2 emails for persons to be notified when payment is made  
 22. Payee Email Address: \_\_\_\_\_  
 23. Other Email Address: \_\_\_\_\_

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

***(Foreign Accounts Only)***

***(Foreign Accounts Only)***

26. Regions

27. Type of Activity

**\* Mandatory information. EFT cannot be processed without these fields being completed.**

Email the completed form and supporting documentation to acctspay@gwu.edu.

If you have additional questions on completing this form, please contact Accounts Payable at (571) 553-0247 or apcustsv@gwu.edu.

28. Internal Notes: \_\_\_\_\_