

Payee Bank Details Verification Form

This form verifies the payee's banking information before payment. The payee must sign the form. Their signature indicates approval of banking information. A payee can be a vendor, a customer, or an employee. Employees are only paid through this process for expenses advance or reimbursement. This form cannot be used for payroll. MGIC (Maryland Global Initiatives Corporation) will not cover any losses on exchange if the payment was in local currency.

Payee Legal Name:			
Bank Name:			
Bank Address:			
Payee Name on Bank Account:			
Bank Account Number:			
Currency			
SWIFT			
IBAN			
Payee Address:			
Payee Cell Phone			
Comments: (optional):			
Approved by- Payee			
Name:		Title:	
Signature of Payee:		Date:	
Approved by- MGIC			
Name (Print):		Title:	
Signature:		Date:	