



ANNEX 1: Bank Verification Form

Bank Verification Form

Country offices should use this form to verify payee banking information when prior processes to do so did not adequately document vendor and employee banking information. The payee must sign the form. Their signature indicates approval of banking information. A payee can a vendor or a customer or an employee. Employees are only paid through this process for expense advance or reimbursement. This cannot be used for payroll.

Vendor/ Employee Legal Name: _____

Bank Name:			
Bank Address:			
Vendor/ Employee Name on Bank Account:			
Bank Account Number:			
Additional information:			
<i>Comments: (optional)</i>			
Approved by- Payee			
Name:		Title:	
Signature of Payee:		Date:	
Approved by- MGIC			
Name (Print):		Title:	
Signature:		Date:	