



Complete this form to request non-payroll direct deposit payment to the international bank account specified below.

Action Requested: <i>(check one)</i>	NEW	CHANGE*	CANCEL
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**Section 1: Supplier Identification**

Name	Baylor Supplier #		
Address		Country	
Contact Person <i>(If other than payee)</i>	Phone		
Email			
<i>(Electronic Notification will be sent to email address listed for supplier payments)</i>			

**Section 2: Financial Institution Information**

Bank Name	
Bank Address	
SWIFT Code <i>(8-11 Digits)</i>	Account Number
IBAN <i>(Europe)</i>	
CLABE <i>(Mexico)</i>	
Sort Code /Other Banking Code <i>(Please specify)</i>	
*CHANGE Request: Previous Bank Account Number	

**Section 3: Intermediary Bank (if required by receiving bank)**

Bank Name	
Bank Address	
SWIFT Code	Account Number

**Section 4: Supplier Authorization**

I hereby authorize Baylor University to deposit any amounts paid to me through the Accounts Payable System to the financial institution indicated above. This will be accomplished by the way of transfer through the Federal Reserve System. Only on special occasions will this be done by International Mail or courier. It is my responsibility to contact the Accounts Payable Office should any changes be made to my account, or should I change banks.

Signature	Printed Name
Title	Date

<p><b>Return completed form:</b> Baylor University Accounts Payable Office One Bear Place #97044 Waco, TX 76798-7044 <b>Fax:</b> (254) 710-8920</p>	<p><b>Questions:</b> Contact Accounts Payable at (254) 710-2415 or Accounts_Payable@baylor.edu</p>
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