



Banking Verification Form

Date

Agency Representative Name

Agency Number

Vendor/Employee Number

Vendor/Employee Name

Call Back Verification

A banking change or banking addition to an existing vendor or employee should never be processed solely based on email communication. An agency representative must confirm the change through a call-back to the requesting entity or employee.

Vendor Representative / Employee Phone

Vendor Representative / Employee Name

Vendor Position Title

Please explain how you verified this banking change was authorized: (1) provide the source of the call-back number for the vendor (can NOT be obtain from the person requesting the change); or (2) verified through face-to-face contact with the employee or vendor.

Signature

Date



Bank account fraud is a critical risk to the State of Wyoming. You, the agency representative, are our best line of defense against bank account fraud. You know your vendors and employees best! Always “sniff test” each banking change to make sure it makes sense. Is the individual authorized to make such a change? Are there typos, grammatical errors, or a sense of urgency about the request? If a payment lands in a fraudster’s account, it is usually impossible to retrieve funds, and the agency or State could be held liable if the Wyoming State Auditor’s Office procedures were not followed.