



Banking Verification Form

 Date

 Agency Representative Name

 Agency Number

Call Back Verification

A banking change or banking addition to a 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 (VC) Number/Employee ID

 Vendor/Employee Name

 Vendor Representative Name

 Vendor Representative 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 obtained from the person requesting the change); or (2) verified through face-to-face contact with the employee or vendor. When possible, it is best practice to ask for a government issued photo ID to verify their identity.

Explain how the vendor/employee was contacted to verify the banking:

If contacted by phone, please provide the number and explain how you obtained it:

 Signature

 Date

STOP AND THINK!

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.