

# Accepted Banking Documents

Employee Enrollment: A voided check must have Name and address printed on it (no counter checks). A bank letter with bank signature (must be on bank letterhead, and include the employee's information and account/routing number). A 1199A, or a preprinted direct deposit form generated from the employee's bank. The preprinted direct deposit form must be generated by the employee's bank, have the routing and account number TYPED on the form and must be signed and dated by the employee. All banking must indicate type of account (checking/savings). The SAO accepts electronic signatures.

Vendor Enrollment: A voided check must have Name and address printed on it (no counter checks). A bank letter with bank signature (must be on bank letterhead, and include the vendor's information and account/routing number). A 1199A, or a preprinted direct deposit form generated from the vendor's bank. The preprinted direct deposit form must be generated by the vendor's bank, have the routing and account number TYPED on the form and must be signed and dated by the vendor's representative. All banking must indicate type of account (checking/savings). The SAO accepts electronic signatures.

In addition to the above banking documents and updated W9, the SAO now requires a banking verification form similar to the form previously required when a vendor changed banking information (i.e. "Banking Change Verification" form.). This form requires agency representatives to independently verify that the person requesting to be paid via ACH is authorized.

Please see examples below of banking verification forms that will be approved as well as those that will **not** be approved.



# Wyoming State Auditor's Office

Herschler Building, 122 W. 25<sup>th</sup> Street, E400

Cheyenne, Wyoming 82002

(307) 777-5258 or SAOWOLFShelpDesk@wyo.gov

## Banking Verification Form

**APPROVED**

06/03/2026

Carrie Stokes

003

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.

VC\*123456

Slate Rock and Gravel Co

Vendor (VC) Number/Employee ID

Vendor/Employee Name

Fred Flintstone

Business Office Director

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:

Vendor emailed request along with new banking documents.

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

I called the main line number on the vendors website and spoke with Fred over the phone to verify the change 480-258-4563

Signature

*Carrie Stokes*

Date

06/03/2026

**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.



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

Face-to-Face: Fred brought updated banking and W9 to the SAO. ID was presented

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

Signature

Date

*Carrie Stokes*

*06/03/2026*

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

Vendor called requesting banking change.

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

I called the main line number on the vendors website and spoke with Fred over the phone to verify the change 480-258-4563

Signature

*Carrie Stokes*

Date

*06/03/2026*

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**Banking Verification Form**

**NOT APPROVED**

06/03/2026      Carrie Stokes      003  
 Date                      Agency Representative Name                      Agency Number

Call Back Verification

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VC\*123456                      Slate Rock and Gravel Co  
 Vendor (VC) Number/Employee ID                      Vendor/Employee Name

Fred Flintstone                      Business Office Director  
 Vendor Representative Name                      Vendor Representative Position Title

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

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

Signature Carrie Stokes                      Date 06/03/2026

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**NOT APPROVED**

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Vendor/Employee Name

Fred Flintstone

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Vendor Representative Position Title

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

Vendor emailed request along with new banking documents.

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

I called the phone number in the email to verify. 480-123-1234

Signature

*Carrie Stokes*

Date

*06/03/2026*

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

Vendor emailed request and included new banking documents. Request verified via email.

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

Signature

*Carrie Stokes*

Date

06/02/2026

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