



## BANNER VENDOR REQUEST/CHANGE FORM

Effective May 2020, all vendors are being set up with Direct Deposit for payment purposes. Please complete and submit the **Vendor Direct Deposit Information** form with the Vendor Request/Change Form to [finance@mun.ca](mailto:finance@mun.ca)

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### NEW VENDOR REQUEST/CHANGE FORM

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Please establish a new vendor

Please describe the necessary changes for this Vendor:

Please change an existing vendor

Existing Vendor #:

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### VENDOR DETAILS

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Vendor Name:

HST Registration #:

SIN Number (if applicable):

Address:

City:

Province/State:

Country:

Contact:

PC/ZIP:

E-mail:

Telephone:

Ext:

Fax:

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### YOUR INFORMATION (SO WE CAN CONTACT YOU)

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Name:

Department:

Ext:

E-mail:

Requested date:

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Vendor ID#:

Address Sequence Added:

Updated by:

Date: