Direct Deposit Instructions for Reimbursement

By default, Columbia will process and send a paper check for all reimbursement requests. To add direct deposit to your Accounts Payable profile, navigate to the Columbia Vendor Management web form and follow the steps below:

https://forms.finance.columbia.edu/vendor-request/

1. Search for your name or ID number (if known) in the vendor information search box

2. Select your name from the results list, and click ‘Edit’

3. From the dropdown box, choose ‘Direct Deposit (ACH) Modification’. In the comments box, indicate you are requesting to add new account information
   a. Direct Deposit is only available for US bank accounts. International bank accounts should reference the separate Wire Transfer Instructions.

1 If you cannot locate your vendor name or number, please contact the Lab Coordinator for assistance: muf2002@columbia.edu
4. Enter your contact information, choose ‘Switch from Check Payments to ACH’, and add your bank account details. Continue to the review page, then confirm and submit.

5. You will receive a follow up phone call or email from Columbia Vendor Management to confirm the request and account information. If you do not provide confirmation in a timely manner, the request will expire and all information will need to be resubmitted.