

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 box¹

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Finance Gateway *ARC Vendor/Payee Request Web Form*

Welcome to the ARC Vendor/Payee Request Web Form. This online application will allow departments to request the setup of New Vendors or Payees, as well as request any modifications.

If you are a vendor, use this application to make any modifications to your information. But, please be aware that only current Vendors in our system are able to make modifications. If you are looking to add yourself to our system, please contact the Department that is requesting your services so that they may initiate the process.

In order to get started, please enter one of the following pieces of information:

- Vendor Name
- Employee Identification Number (EIN)
- ARC Vendor Number (if the Vendor/Payee already exists)

NEW / EXISTING VENDOR INFORMATION: ▼

Submit

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

Type of Modification

Please choose the type of modification you are looking to make for this Vendor /Payee

TYPE OF MODIFICATION:
Direct Deposit (ACH) Modification

REASON FOR MODIFICATION:
Add new account information

Continue Go Back Start Over

- 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

Disbursement Info

This application form is to be used for setting up ACH (Direct Deposit) bank account information for Employees (for Expense Reimbursement only) or Vendors. Please submit your information below.

Type of Disbursement Change

TYPE OF DISBURSEMENT CHANGE: *

- Switch from Check payments to ACH
- Switch from ACH to Check payments
- Modify your current ACH bank account information
- Add an additional ACH bank account (This is very rare)

ACH Bank Account Info

BANK NAME: *

BANK ACCOUNT TYPE: *

- Checking
- Savings

ROUTING NUMBER: *

BANK ACCOUNT NUMBER: *

Review & Continue Go Back Start Over

- 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.