



GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagåtña, Guam 96932

Tel. No. (671) 300-6870 Fax No. (671) 646-2594

Vendor Banking Change / Cancellation Authorization Form

Please complete all applicable fields. Incomplete forms will delay processing. Submission instructions will be provided directly to verified vendor contacts.

VENDOR INFORMATION:

Legal Business Name: (as it appears on IRS W-9 or W-8, business license or foreign registration document)	
DBA / Trade Name (if applicable):	
Mailing Address:	
City / State / Zip / Country:	
Physical Address: (if different from mailing)	
City / State / Zip / Country:	
Contact Name and Title:	
Phone Number:	
Email Address (for remittance advice):	
Taxpayer Identification Number (TIN) / EIN:	

ACTION REQUESTED:

- ☐ Change Banking Information ☐ Cancel Electronic Payments (Revert to check payments)

VENDOR BANKING INFORMATION (complete all applicable fields for bank change):

	CURRENT (OLD) BANK ACCOUNT INFORMATION	NEW BANK ACCOUNT INFORMATION
Bank Account Name (as it appears on the bank account):		
Bank Name:		
Bank Address (physical):		
City / State / Zip / Country:		
Routing Number (For ACH - 9 digits):		
Account Number:		
Account Type (check one):	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
FOR INTERNATIONAL WIRE TRANSFERS		
SWIFT/BIC Code (8 or 11 characters – letters & numbers, no spaces):		
IBAN / Account Number (15 to 34 alphanumeric characters, no space)		
Intermediary Bank (if applicable):		
Intermediary Bank Address (physical):		
City / State / Zip / Country:		
Intermediary Bank Wire Routing Number:		
Currency to receive:	USD – U.S. Dollar (no other currencies accepted)*	

*Note: GWA will only remit international wire transfers in USD. Vendor's bank must be able to receive and credit USD funds without conversion. Any conversion fees or charges imposed by intermediary or receiving banks are the responsibility of the vendor.

Bank Account Name Verification – Exceptions and Required Documentation

GWA's standard practice is to require that the bank account name match the vendor's legal business name on file. If the Bank Account Name differs (e.g., due to a DBA, subsidiary or parent-company account)

please explain the relationship and provide supporting legal documentation before payments can be processed. Acceptable documentation includes, but is not limited to the following. Please check appropriate box and attach documents.

- ☐ Business license showing DBA
- ☐ Certificate of assumed/fictitious name
- ☐ Articles of organization/incorporation
- ☐ Bank letter confirming account held for benefit of vendor
- ☐ Corporate resolution/parent company authorization

Explanation:

Authorization, Certification and Pre-Note Testing

I hereby authorize Guam Waterworks Authority (GWA) to update or cancel my electronic payment instructions as indicated above.

For banking changes, I authorize GWA to send a pre-note (zero-dollar test transaction) to my account prior to the first live payment to verify account information. I understand that payments will not be released until pre-note verification is successful.

Certification of Authority:

By signing below, I certify and attest that I am duly authorized to execute this form on behalf of the vendor named herein, and that any difference between the bank account name and legal vendor name has been fully disclosed and documented, that I have provided the current banking information on file for verification and that all information provided is true, correct and complete to the best of my knowledge.

Vendor Name:	
Authorized Representative Name and Title:	
Signature:	
Date:	

Fraud Prevention and Verification

- Vendor must notify GWA immediately of any changes to banking information
- All changes must be submitted in writing on this official form, signed by an authorized representative and accompanied by updated bank verification.
- GWA reserves the right to verbally verify changes using existing contact information on file before processing.
- Current (old) banking details provided above will be matched against the vendor master before any update is made.
- Any mismatch or inability to verify will result in rejection of the change request until resolved.

FOR ACCOUNTS PAYABLE USE ONLY

Vendor ID:	
Date received:	
Verified by (Name and initials):	
Verification Method:	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> In-person
Name Mismatch Documentation Verified?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Pre-Note Sent Date:	
Pre-Note Verified Date:	
First Live Payment Date:	
A/P Processor Signature:	
Approved by:	
Date Entered in System:	