Multifamily (MF) Vendor Creation/Update Form

Requester: When a new vendor needs to be created or updated in PeopleSoft Financials, fill out the information below and send this form to the Cash Management branch. **This form should only be used by the MF Claims or MF Insurance branches.** All fields marked with a red asterisk (*) are required. For assistance filling out the form, please use the Completing the Vendor Creation Form job aid.

Cash Management Vendor Administrator: After receiving this form, please use the Vendor Creation job aid for instructions on entering a new vendor (or updating an existing Vendor) into the system.

From the list provided below, please select what type of action you require for the Vendor and complete the form accordingly:

☐ ***MFCS Request** ☐ ***MFIS Request**

- ☐ Add a New Vendor
- ☐ Update a Vendor (Enter the EIN # on all updates)
  - ☐ Add a New Bank
  - ☐ Update the Bank Account Number
  - ☐ Update the Routing Number
  - ☐ Update the Bank Name
  - ☐ Adding a New Vendor Address
  - ☐ Updating the Vendor Address
- ☐ Inactivate the Vendor

☐ Other: ______________________

***Effective Date**	

Vendor Information			
***Vendor Name 1**			
Vendor Name 2			
***EIN # (CMB: Vendor Short Name)**		***Vendor ID # (if known) FHASL 10 digit #**	
***F51 ID NUM/RM Mortgagee ID or (CMB: CID)**			
Address Information			
Address Sequence # (Only applies to Address Updates)			
***Address 1**			
Address 2			
***City**		**County**	
***State**		***Postal**	
Bank Information			
Vendor Location (Only applies to Bank updates –i.e., 1 or 2)			
***Beneficiary (For CMB_SPS =Beneficiary Name)**			
***Bank Name (For CMB_SPS =Beneficiary Bank)**			
***Bank Account Number (CMB: Depositor's A/c)**			
***Routing Number (CMB: Bank ID & DFI ID)**			

Requester's Name/Office		**Date**	
Preparer's Signature		**Date**	