

The Port of Virginia

Remit to Notification of Change

The Port of Virginia change policies require that customers/vendors/suppliers provide written notification of any change in the depository institution, payment instructions or remittance data instructions at least 15 days in advance of such change. The updated information may be sent via US Mail to:

The Port of Virginia, Treasury Account Maintenance, 1431 Terminal Blvd., Norfolk, VA 23505

Or by email by hitting the SUBMIT button at the bottom right of this form.

Company Name _____

Federal Tax Identification Number _____

Entities you do Business with:

___ VPA ___ VIT ___ HRCP

Vendor Type(select one):

Corporation LLC Sole Proprietor/Individual State Agency Locality Partnership

Grantee Other: _____

Company Information:

Mailing Address _____

Contact Name _____

Phone Number (include area code and extension) _____

Internet e-mail address _____

Banking Information:

Bank Name _____

Bank Address _____

Check One: Checking account Savings account

ACH Transit Routing # (Not the Transit Routing # for wires) _____

(if your bank merged in the last year, please confirm the ACH Transit Routing # and bank account number)

Bank Account # _____

Bank Contact _____

Bank Phone # _____

Internet e-mail address _____

Signature _____

Printed Name _____

Effective Date _____

Title _____

***** For Internal Use Only *****

Manager Verification _____ Date _____

Bank Confirmation _____ Date _____