

PLAN AHEAD by using this *Payee Information Form* to help gather all the necessary information for your payees.

Electronic or Check Payments to Business:

Payee Name	Address	Phone Number	Account Number	Amount of Payment	Date of Payment	Recurring (Yes or No)
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
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				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		

Check Payments to a Person:

Payee Name	Address	Phone Number	Account Number	Amount of Payment	Date of Payment	Recurring (Yes or No)
				\$		
				\$		
				\$		
				\$		
				\$		

Electronic Payments to a Person:

Payee Name	Address	Type of Account <i>(Example: Savings or Checking)</i>	Routing Number	Account Number	Amount of Payment	Date of Payment
					\$	
					\$	
					\$	
					\$	
					\$	