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 in the vendor information search box

2. Select your name from the results list, and click ‘Edit’ ¹

3. From the dropdown box, choose ‘Direct Deposit (ACH) Modification’. In the comments box, indicate you are requesting to add or set up new account information²

¹ If you cannot locate your vendor name or number, please contact the Math Department for assistance: reimbursements@math.columbia.edu.

² Direct Deposit is only available for US based bank accounts. Foreign accounts must request wire transfer setup in step 3, and provide additional account details (IBAN and SWIFT numbers).
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.

5. Monitor your email for communications from Columbia Vendor Management to resolve any questions or concerns.