



URBN 5000 S. Broad Street | Philadelphia, PA 19112

ACH Vendor Enrollment Form

VENDOR INFORMATION		
VENDOR NAME		VENDOR NUMBER
VENDOR ADDRESS (number, street, box number)		
VENDOR ADDRESS (city, state and ZIP code)		
CONTACT PERSON	EMAIL ADDRESS	CONTACT TELEPHONE

FINANCIAL INSTITUTION INFORMATION	
RECEIVING BANK NAME	
BANK ADDRESS (number, street, box number)	
BANK ADDRESS (city, state and ZIP code)	
NAME ON BANK ACCOUNT	
NINE-DIGIT ROUTING TRANSIT NUMBER - For ACH payments only.	BANK ACCOUNT NUMBER

REMITTANCE EMAIL ADDRESS (mandatory)	
A REMITTANCE WILL BE EMAILED WITH PAYMENT DETAILS	

Security Questions –Required for Changes Must provide at least 3 answers

Vendor Number	
Last 4 digits of current bank account number	
Amount of last payment received from Urban Outfitters	
One of the last 5 purchase order numbers issued to your company	
One of the last 5 invoice numbers submitted to Urban Outfitters	

Bank accounts will not be changed without the ability to verify the request

If you should have any questions regarding this form, please contact your AP Representative.