



BudgetEase Protocol for Vendor Changes

When we receive a request from a vendor to change their remittance address or bank account number for ACH payments, on its face, it doesn't seem like an issue. We have learned that this seemingly innocent request is a popular way to defraud business. In this scenario, payments are directed to a fraudulent vendor and not the actual vendor you intended to pay.

BudgetEase employees are not permitted to make changes to a vendor's address or bank information without written and verbal permission from our client.

We strongly recommend two-way verification of vendor changes. The best practice is to contact your vendor directly using your account representative or look up the vendor's contact information. Do not use the contact information on the change request as it may be a fraudulent.

We also recommend not accepting bank information in the body of an email. Instead, contact the vendor and request they send you a signed form.

Once we receive written and verbal verification from you, we can make changes. This policy is in effect for the safety of our clients.