



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)

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