

Payment-change planning sheet

Gamma Tech | Business IT

Agree on ownership and a safe reporting route before a supplier asks for new payment details. Keep the completed sheet inside your business.

Responsibility	Your internal notes
Payment-change approver	
Backup approver during an absence	
Location of approved supplier contacts	
Independent confirmation record	
Established Gamma support contact	
Bank fraud contact location	
Harmless practice request and review date	

Practice with harmless sample information. Leave live supplier records and payments unchanged during the exercise. Keep bank details, passwords, and other sensitive values out of this sheet.

Contact Gamma Tech to connect your payment-verification process with managed email protection and incident response. (239) 330-4939 | gammatechservices.com