

Instructions for Wire/ACH/Book Fund Transfer

For release of funds the same business day, completed requests must be submitted to the Administrative Assistant to the Controller no later than 10:00 am.

Any requests submitted after 10:00 am cutoff will not be processed until the next business day. Any exception for urgent payment need to be coordinated with the Director of Disbursements (x4311) or Accounts Payable Manager (x5183).

- Please check one of the following choices by double clicking in the appropriate box and click checked:
 - **ACH** - most common, to be used for most domestic fund transfers, takes 2-3 business days from date of release for completion of transfer
 - **Wire** - used for all international fund transfers, only used for domestic fund transfers if funds must go same day
 - **Book** - transfer between 2 WFU bank accounts, not commonly used

- Please select domestic or international fund transfer by double clicking in the appropriate box and click checked.

- **Template Name:** Note template name, if known. If this is a recurring payment, please note and a template can be established.

Current ACH Templates

Bank of New York	Bank of NY 1994 Monthly Int/Annual Prin	Monthly Interest/Annual Principal: 1994 Bond
WFU Tuition Draw	BB&T	Draw Tuition Bankcard Receipts
TIAA-CREF	TIAA-CREF GRA X742 WFU Monthly	Monthly Retirement Contributions
TIAA-CREF	TIAA-CREF RA O312 WFU Monthly	Monthly Retirement Contributions/Deductions
Vanguard	Vanguard SRA	Monthly/Biweekly Retirement Deductions
Fidelity FPRS	Fidelity FPRS Plan #50802 WFU	Monthly/Biweekly Retirement Deductions
Fidelity FPRS	Fidelity FPRS Plan #69901 WFU	Monthly/Biweekly Retirement Contributions
TIAA-CREF	TIAA-CREF GRA Y399 WFU Biweekly	Biweekly Retirement Contributions
TIAA-CREF	TIAA-CREF RA J5530 WFU Biweekly	Biweekly Retirement Contributions/Deductions
CFI	CFI	AR Refunds to Students
Vanguard	Vanguard Defined Contribution Plan	Monthly/Biweekly Retirement Deductions
The Access Group	The Access Group	AR Refunds to Students
Sallie Mae	Sallie Mae	AR Refunds to Students
Summit Credit Union	Summit Credit Union	Bi Weekly Payroll

PitneyBowes	Pitney Bowes Postage	CMRS/Pitney Bowes POSTAGE BY PHONE
Graylyn Petty Cash	Graylyn Petty Cash	WFU tranfers to Graylyn Petty Cash Fund
Student Loan Corp	Student Loan Corp	AR Refunds to Students
Allegacy Federal Credit Union	Allegacy Federal Credit Union ACH	Monthly/Biweekly Payroll
ELM National Disbursement Network	ELM National Disbursement Network	AR Refunds to Students
State Street	State Street Monthly ACH	To pay monthly fees
Western Asset	Western Asset Core	To send gift received by WFU quarterly to endowment
Allegacy Federal Credit Union	Allegacy Federal Credit Union ACH	Monthly/Biweekly Payroll
Flores & Associates	Flores & Associates	Medical and Dependant Care Withholdings
First Citizens	First Citizens 2000 Bond Issue	WFU2000 Bond Issue Monthly Interest

Current Wire Templates:

Graylyn Petty Cash (WIRE)	Graylyn Petty Cash (WIRE)	WFU tranfers to Graylyn Petty Cash Fund
First Citizens	First Citizens 2000 Bond Issue	WFU2000 Bond Issue Monthly Interest
BB&T	BB&T 1994 \$13M Bond Interest	WFU1994 \$13m Bond Issue Monthly Interest
Allegacy Federal Credit Union	Allegacy Federal Credit Union Wire	Monthly/Biweekly Payroll
Fidelity Real Estate II	Fidelity Real Estate II	Capital Commitment for Treasury

International Wire Templates:

Wake Forest University	Worrell House Domestic Account	Transfer funds to Worrell House
Wake Forest University	Banca Di Roma (T00852)	Transfer funds to Venice
Wake Forest University	Worrell House Academic Account	Transfer funds to Worrell House

- **Request Date:** Date request is submitted
- **Requestor's Name & Phone:** Name and extension of person requesting the fund transfer
- **Payment Due Date:** No less than 2 business days ahead for wires and 2-3 for ACH transfers
- **Department Name:** Department requesting fund transfer
- **Amount of Transfer:** Amount requested in proper currency, that is, indicate US Dollars (USD) or foreign currency (state name of foreign currency under "other")

- **Payee (“Beneficiary”) Name & Address:** List name and address of individual or company receiving the funds
- **Bank Name:** List payee’s (fund recipient’s) bank name
- **Bank Address:** List payee’s (fund recipient’s) bank address
- **Account Name:** List name on bank account
- **9 Digit Bank ABA Number:** List routing number (domestic transfers only)
- **Swift Number:** List swift number (international transfer only) usually combination of letters and numbers
- **IBAN Number:** List International Bank Account Number (international transfer only)
- **Payment detail:** Attach invoice or supporting documentation. Include any information needed by the recipient to properly apply payment (i.e. invoice number, account number, customer number, etc.). In addition, please provide the business purpose for the expense.
- **Departmental Ledger Account Number:** List entire budget string, including fund (6 characters), department (6 characters), and account code (5 characters). Example: 111111-112301-53010 or RG0123-112301-54010
- **Approvals:** Please obtain approval from the authorized approver for the account code(s) charged. This approver is the same approver for invoices submitted to Accounts Payable. For project (fund numbers beginning with a P) and for grants and restricted funds (fund numbers beginning with RG, RC, ER, D) obtain approval prior to submitting the request.

If the request is \$25,000 or more, the requestor must obtain two (2) additional approvals prior to submitting the request. The two (2) additional signatures needed are the Controller **and** Senior Vice President for Finance/CFO or Treasurer, or their designates which include AVP Budget & Financial Planning and Assistant Treasurer -- Endowments.