Electronic Funds Transfer Request Form

THE OHIO STATE UNIVERSITY

Read instructions on Page 2 before completing form. Type form if possible.

Funds Transfer Date		Amount US $	

1. Type of Request

☐ Account Transfer

☐ ACH   ACH Code #

☐ Tax Payment Tax   Type   Tax Period End Date

☐ Wire

☐ Domestic   ☐ International

☐ Non-repeat   ☐ Repeat Code #

2. Foreign Currency

Currency Name   3-digit Currency Code   Rate   Amount

3. Purpose of Transfer

Payment Details	Internal Memo

PO, Travel, or PREP #   Project #   Invoice #

4. Pay From Bank Information

Bank Name		Account Name		Account #	

5. Pay To Beneficiary, Beneficiary Bank Information and ICF Bank Information (if applicable)

Beneficiary Name			Phone	
Address				
City		State	Country	
Beneficiary Bank Name				
Address				
Country		Routing/Swift		
Account #/IBAN		Sort Code		
ICF Bank Name				
Address		Routing/Swift		
Account #		Account Name		

6. Chartfield Information

ORG	FUND	ACCOUNT	PROGRAM	USER DEFINED

7. Journal Entry

Journal ID		Operator ID		Phone		Date of Entry	

8. Signatures

Originator Name		Phone	
Originator Signature		Title	
Approver Name		Phone	
Approver Signature		Title	
Department		Date	

For Office of Financial Services/Accounts Payable/Office of sponsored Programs use only					
Entered by		**Released by**		**Voucher #**	
Tran ID		**Clearing Ref #**		**Date Completed**	

Revision date 04/10/2012

Notes/Instructions for Electronic Funds Transfer Request Form

- For same day wire transfer, deadline is 8:30am. Effective date for ACH transfer is next day unless the transfer is within the same bank.
- Contact University Accounts Payable (AP) at 688-5680 with any questions. If this is an Office of Sponsored Programs (OSP) transfer, please call 292-8187.
- Tax Payments - each type of tax payment requires a separate request form. Indicate all information requested.
- Tax Type - obtain from the tax form. e.g. 941, 720, 1042.
- If this is a recurring domestic payment, the transfer should be pre-established and sent as an ACH. Contact AP or OSP for set-up instructions.
- Prior to requesting a wire transfer, the department should consider paying by ACH, PCard or check. Wire transfers are very expensive and should be used only as a last resort. AP/OSP/OFS has the right to decline wire requests if deemed unnecessary.
- You **MUST** include an itemized invoice or equivalent from the Vendor with your request along with any other supporting documentation or the transfer cannot be processed. The only exception will be when the transfer is between two OSU accounts. In those cases, documentation for the transfer may be kept in the applicable Department.
- Fax completed form and supporting documentation to AP at 292-2294. OSP requests should be faxed to 292-7505.

Instructions for Department Requesting the Transfer

1. **Type of Request (check one):**
   a) Account Transfer - within OSU and same bank only.
   b) ACH - standard electronic payment that settles the next day. Indicate ACH code # if known.
   c) Wire - Domestic or International - Check one and Repetitive or Non-Repetitive - Check one. If Repetitive, indicate Code #.
2. **Foreign Currency - Fill this section only if the wire is to be done in foreign currency**
   a) Indicate the currency name.
   b) Indicate the 3-digit currency code. If you do not know the currency code, please contact AP or OSP.
   c) Leave Exchange Rate blank. This will be filled in at the time of transfer.
   d) Leave USD amount blank if the transfer is in a foreign currency.
3. **Purpose of Transfer**
   a) Use the Payment Details field for information for the beneficiary to identify the payment and if the bank needs additional information to complete the transfer. This field is limited to 140 characters in the bank application.
   b) Use the Internal Memo field if you need to provide more information to AP/OSP/OFS.
4. **Pay From Bank Information**
   a) Change pre-populated information if a different bank account is to be used.
5. **Pay To Beneficiary, Beneficiary Bank Information and ICF Bank Information (if applicable)**
   a) Verify the Beneficiary Name is exactly as named on the account or the wire will fail.
   b) Routing # - For domestic wires, you must include the beneficiary bank's 9-digit ABA number. For international wires, include the SWIFT/BIC code.
   c) Account # - Indicate the beneficiary bank account #. Indicate the 22-digit IBAN # for international transfers where available.
   d) **ICF** - **I**ntermediary/**C**orrespondent Bank/**F**urther Credit to - use only if applicable. Otherwise leave blank.
6. **Chartfield Information**
   Indicate where the expense is to be charged. If more than one is to be charged, indicate additional chartfields in Internal Memo field in section 3.
7. **Journal Entry**
   Enter the Journal Entry information if required (The Journal Class is an OBA - Other Bank Activity). If you need help in making the entry, please contact Bank Reconciliations at 292-4822. Please see item #2 if this is an international wire payable in foreign currency. If the payment is a USD Wire that will be processed by AP/OSP or an ACH through AP, do not make a journal entry. AP and OSP will create a voucher in the system, which will automatically create a journal entry.
8. **Signatures**
   Originator and Approver names should be printed and signatures obtained. For AP transfers Approver should be Dean, Vice President, Chair, Director or Senior Fiscal Officer. For OSP transfers PI, Co-PI or Authorized Project Signers may sign. Originator and the Approver may not be the same person. If this is a transfer within OSU accounts, only the Originator signature is required.

Instructions for OFS/AP/OSP

- Complete bottom portion of form.
- For Wire Transfers, the person releasing the wire must obtain a printout of the Transaction Detail Report that is available in the reporting section of ACCESS, match the beneficiary account and routing # to the EFT form, initial and attach to the EFT Form.