

Incoming Department Wire/ACH Form Instructions

[Incoming Department Wire/ACH Form link](#)

Instructions

1. Contact the Student Billing office if you have a customer (person, company, university, or organization) who will be sending a wire. We will need to know your customer's email address so the Student Billing staff can send a secure email to the payee containing the wire instructions and financial institution details. There is a \$50 per wire fee that will be charged to your departmental funding string.
2. Please request your customer to put your 6-digit **department number** and **invoice number**, if applicable, or **contact person's name, phone number** on their ACH/Wire report.
3. Fill out an **Incoming Department Wire/ACH Form** and save the completed form electronically.
4. Email the form to accounts-receivable@uwrf.edu along with copies of the invoice(s) and/or supporting documents describing the deposit.

Fields	Information Required
Customer Information	
Name:	Full legal name of customer submitting transaction
Address:	Street/PO address of customer remitting funds
City, State/Province/County:	Name of city and state/province/county (if applicable) of customer submitting transaction
Country:	Name of country (if not USA) of customer submitting transaction
Communication Date:	This is the date you communicated the amount due to the payee/customer.
Accounting Details	
U.S. Dollar Amount:	Enter amount of expected payment from customer. Use commas and decimal point (ex. \$1,000,000.00) Use Oanda to convert foreign currency to U.S. dollars. https://www.oanda.com/currency/converter/
Check One:	If the amount is exactly what will be received, check the box titled 'Exact Amount'. If the amount is only an estimate of what will be received, check the box titled 'Estimated Amount'.
Fund:	3-digit fund or appropriation
Prog:	1-digit program code
Dept:	6-digit department number

Project:	6-digit project number (if applicable)
Account:	4-digit revenue account code (typically starts with 9XXX. A full list of account codes can be found at https://www.wisconsin.edu/financial-administration/account-codes/)
Department Invoice No.:	If applicable, enter the internal department accounts receivable invoice number related to this receipt.
Your Information	
Name:	Your full name
Department:	Your full department name
Phone:	Your phone number; enter as (###) ###-####
Fax:	Your fax number; enter as (###) ###-####, if applicable
Email:	Your e-mail so we can contact you if necessary.
Comments:	Enter any additional information you deem important about receiving this payment, such as date payee was informed of amount due.

Definitions

ACH: Acronym for Automated Clearing House. This is a nationwide batch-oriented electronic funds transfer system governed by the NACHA Operating Rules, which provide for inter-bank clearing of electronic payments for participating depository financial institutions in the United States.

Incoming Department Wire/ACH: Money transaction being received by UW-River Falls from a customer.

Wires: Electronic fund transfer system from one bank to another by telephone. Usually used for foreign transactions.

Contact

[Student Billing](#)