Incoming Department Wire/ACH Form

University of Wisconsin – River Falls
Student Billing
Rodli Hall 226| 410 S. Third St. River Falls, WI 54022

You must download this form (top, right hand navigation bar) in order for the fillable fields to be visible.

Please complete this form, save, and email to Student Billing (accounts-receivable@uwrf.edu) with *Incoming Wire, Dollar Amount, and Customer Name* in the subject line. For example, "Incoming Wire, $1,000, Kainan University" would be in the subject line to indicate an incoming wire is anticipated for$1,000 from Kainan University.

Also include in the email an invoice or supporting documentation for the wire or ACH.
There is a $25 per wire fee which will be charged to the funding string listed below.

Customer Information (Person, Company, University or Organization sending the wire/ACH)

Name: _____

Address: _____

City, State, Province, Zip: _____

Country: _____

Communication Date: _____

(The date you communicated the amount due and bank information to the payee/customer.)

Accounting Details

U.S. Dollar Amount: _____ (Please use commas and a decimal point, ex $1,000.00. Use Oanda to convert foreign currency to U.S. dollars. http://www.oanda.com/currency/converter/)

Check one: ☐ Exact Amount ☐ Estimated Amount

Fund: _____ Program: _____ Account: _____

Cost Center: _____ Function: _____ Revenue Category: _____

Department Invoice No.: _____ (if applicable)

Your Information

Name: _____

Department: _____

Phone: _____

Fax: _____

email: _____

Comments

Please return form via email to accounts-receivable@uwrf.edu