

## Incoming Department Wire/ACH Form Instructions

### 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 \$25 per wire fee that will be charged to your departmental funding string.
2. Please request your customer to put your 11-character **program/grant/gift tag** 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](mailto:accounts-receivable@uwrf.edu) along with copies of the invoice(s) and/or supporting documents describing the deposit.

Fields	Information Required
<b>Customer Information</b>	
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.
<b>Accounting Details</b>	
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. <a href="https://www.oanda.com/currency/converter/">https://www.oanda.com/currency/converter/</a>
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:	6-character fund or appropriation (e.g. FD0136)
Prog:	11-character driver worktag for programs (PG), gifts (GF), grants (GR)
Cost Center	8-character department number (CC*****)

Function:	6-character function (FN****)
Account:	4-digit revenue account code
Revenue Category:	7-character revenue category that goes with the account (e.g. RC0133)
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](#)