

Guidelines for Handling Electronic Funds Transfers

Complete this form to request the issue of a domestic electronic payment to the Supplier. All fields must be completed or the form will be returned. The \$9.00 wire fee will be charged to the Wire Fee Project and Wire Fee Account numbers.

Name Listed On Account:

Financial Institution:

Transit/Routing/ABA #: (Must be 9 digits)

Bank Account Number:

Date Submitted:

Amount of Payment:

Payment Description:

Supplier ID: (Must be 10 digits)

Dept Contact Name: **Phone Number:**

Dept Contact Email Address:

Additional Email Address:

Additional Email Address:

Project Number: **Account Number:**

Wire Fee Project Number: **Wire Fee Acct No:**

Scan and email a copy of an invoice, any supporting documentation, and this form to ncsucashmgmt@ncsu.edu

Any questions on the above information should be directed to Sean Cather at sjcather@ncsu.edu