

**Preparation of Electronic Funds Transfer (EFT) Disbursement Payment Request Form**

**Updated 11/15/18**

University Departments must prepare an EFT (Electronic Funds Transfer) Disbursement Payment Request Form when seeking electronic delivery of a payment. No EFT disbursement request will be processed unless the required form is properly completed. Guidelines for completing the EFT Disbursement Payment Request Form appear below. Note that rows 16, 19, and 20 have been formatted to treat numbers as if they were text so a leading zero is not dropped.

Line #	Line Description	Specific Instruction
1	Date	Date form is prepared.
2	Preparer's name	The name of the individual initiating the wire transfer payment. This person cannot be the same as the individual who approves the request on line 11.
3	Preparer's phone #	Number we can call with any questions.
4	Preparer's email address	Email address we can contact you at with any questions.
5	Payment due date	Date the money is to be received by payee.
6	Purchase order #	If a PO exists and is known, please complete this field. Please refer to University policies governing purchase orders. In the event funds are to be transmitted in a foreign currency, and purchase order cannot be issued, please attach contractual documents to the EFT form.
7	Payment explanation	Provide a brief explanation (for internal use) for the EFT request. Be as specific as possible.
8	Department	The name of the office initiating the request.
9	Authorizer's name (not #2)	The name of the person authorizing the payment.
10	Authorizer's email address (not #4)	Email address at which we can contact the approver with any questions.
11	Authorized signature	The signature of the authorizing individual within the department indicating approval of the payment. The general rule is that the person who has budgetary responsibility (or their designee) is the authorized signer. EFTs that will be charged against account strings that include an "E" fund must be countersigned by Treasury Management. As noted above, the person authorizing the transaction should not be the same as the preparer on line 2.
12	OVPB signature and stamp	Payments that are being charged to a Sponsored Project must be signed by an authorize individual in the Office of the Vice President of Research.
13	Payee name	The name exactly as it appears on the bank account.
14	Payee address	Should include, at a minimum, the city and state where payee lives. For payees outside of the US a complete address is requested.
15	Other payee information	Additional information that may be required, such as a phone number or Tax ID. See country specific information below for details.
16	Name on Payee Bank Account	Name of payee as it appears on the bank account.
16a	Payee bank account # (US)	US payments – enter the payee's US bank account number.
16b	Payee foreign bank account # or IBAN # (Foreign)	Foreign payments - For payments, regardless of currency, that are going to a European country, the 24 character International Bank Account Number (IBAN) is required. A helpful IBAN decoder website to determine if you have a correctly formatted IBAN is <a href="http://www.xe.com/ibt">http://www.xe.com/ibt</a>
17	Payee bank name	The name of the bank or financial institution.
18	Payee bank address	The street address, city, and state for the bank. This information will help sending bank's wire room confirm the exact bank location to which the payment will be delivered.

19	Payee bank routing number (US)	From the drop down box, select the routing type (ACH OR FedWire) for transfers within the US).  On the blank line next to the drop down box, enter the routing information. By way of explanation, all banks have unique identifiers that assist in routing electronic payments to them. Within the US, the routing number is called an ABA number and is 9 digits long. For some banks, the ABA number is different for ACHs and FedWires. For other banks, only one routing number is used.
19a.	Payee bank SWIFT code (Foreign)	For international payments the routing information is in the form of a SWIFT code (a combination of digits or letters that are 8 or 11 characters long). A helpful website to verify the SWIFT code is <a href="http://www.swiftbic.com">http://www.swiftbic.com</a>
20	Other bank information	Branch code, bank code, etc. should be put here. See country specific information below for details. Special requirements for Chili, China, and Mexico are on the drop down menu and after selecting requirement, indicate information on line underneath.
21	Remittance Message	Include any remittance message that needs to be included in the EFT payment. Examples of remittance messages are "For further credit to XXX," "Invoice # XXX," "Rent for January XXX," etc. Some countries have specific requirements; see country specific information section below.
22	Payee email address	Email of payee if additional information is needed.
23	Other email address	Other interested parties that need notification alerting them that the payment has been initiated.
24	Oracle Alias/Natural Account #, Currency, Disbursement amount	Use these lines to inform Accounts Payable department of the individual account code combinations and the payment amount to be charged to each combination. Note: any account code combinations that include an "E" fund must be countersigned by Treasury Management. Also include the currency code and the amount you want transferred. Use as many lines as you need.
25	Total	Summation of the amounts that appear on line 24. Be sure to include currency code.
26	Regions	For foreign accounts only, select region from drop down.
27	Type of activity (foreign accounts only)	For foreign accounts only, select type of activity from drop down.
28	Internal notes	Any other information you wish to include. Comments on this line will not be included in the EFT or email addresses on lines 22 or 23.

### Supporting documentation:

Each EFT form must include an attachment of supporting documentation that has been signed by an authorized signer. The supporting documentation must provide a source document with accurate banking information and must match the EFT form. Documentation must also include sufficient information to substantiate the amount and currency of the payment as well as the business purpose, the payee's name, address, and the date and nature of the transaction. Examples of acceptable supporting documentation include an approved invoice or a signed contract. The documentation needs to support the exact amount on line 25. Create a spreadsheet if necessary to show how the support adds to the total on line 25. Supporting documentation for wires that are processed by Treasury Management must include support for the banking instructions. Acceptable examples include wire instructions on the invoice, a Supplier Registration Form, a bank letter with the instructions, or an email from the payee with the instructions.

**Documentation for Tax Compliance:**

Each EFT form will be reviewed by Supplier Maintenance, Accounts Payable, and the Tax department for tax compliance and application of tax treaty benefits.

Payments to non-US individuals and organizations are subject to different IRS rules than those to US individuals and organizations. A W-8 series form is required for all payments with the only exception being a valid expense reimbursement supported by receipts (i.e. for travel related expenses). The absence of a properly completed form may subject the non-US individual or organization to federal withholding tax. US-sourced activity may require federal withholding tax even with the form depending on circumstances.

Any questions may be directed to the Tax Department at 571-553-8313.

**Additional Instructions:**

The originating office will email completed copies of the EFT Disbursement Payment Request Form and supporting documentation to Accounts Payable at [acctspay@gwu.edu](mailto:acctspay@gwu.edu). It is recommended that the originator retain a copy for their records as well.

Upon receipt of an authorized EFT form and supporting documentation, the Accounts Payable department will review the request for appropriate tax documentation; approve in the area reserved for their use and process through the ePayables system or forward the form and supporting documentation to Treasury Management. Under certain circumstances Treasury Management receives and processes urgent EFT requests and will forward to Accounts Payable for booking.

Payments processed by Treasury Management will be released via electronic payment from the University's bank account so that the payment is scheduled for delivery to the payee's bank account on the payment due date (line 5). To allow adequate time for processing, Treasury Management should receive the EFT request as least three days before the due date. After the payment has been released from the University's bank account, Treasury Management will notify Accounts Payable, Benefits, Payroll, and University Accounting Services via email. The email notification will include the amount and payee of each EFT released that day. Treasury Management has a two factor initiation and release process with PNC PINACLE so that any one person cannot make an electronic payment. Detailed audit reports are available within the PNC PINACLE bank portal.

Upon receipt of the email from Treasury Management, Accounts Payable will record the transaction in Oracle and attach the email from Treasury Management to the payment record.

### Country Specific Information

Currency Requirements				
CCY	Country	Special Requirements	Additional Requirements	
ALL	Albainian Lek	Full Beneficiary Bank name and address		
		Full Beneficiary name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
AMD	Armenian Dram	Full Beneficiary name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
AOA	Angola Kwanza	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
ARS	Argentinan Peso	Beneficiary full name and address	Please note the beneficiary needs to sign all documents at their bank before ARS is credited to their account. The bank in Argentina will hold payment orders for 90 days, if the bene do not collect the funds on value date. If at 90 days the payment is still pending the banks will then reject the payment, however, the funds will not be returned unless the bene advise their bank to do so.	If BNF does not sign for funds on value date, the USD will be converted to ARS at that day's value.
		Beneficiary's bank (including branch location)		
		Beneficiary's account number		
		Beneficiary's telephone number		
		Agency Code		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
CUIT Tax ID Number				
AZN	Azerbaijan Manat	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
BAM	Bosnia-Herz Marka	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		

BDT	Bangladesh Taka	Full Remitter name, address and account number	Beneficiary is required to sign documents at their bank in order to receive BDT in their account.	
		Full Beneficiary name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
BIF	Burndi Franc	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
BRL	Brazil Rial	Beneficiary's bank (including branch location and agency code)	Beneficiary must declare local currency and sign for it. Please note the bank in Brazil will hold payment orders for 90 days if the bene do not collect the funds on value date. If at 90 days the payment is still pending the banks will then reject	If BNF does not sign for funds on value date, the USD will be converted to BRL at that day's value.
		Beneficiary's IBAN (29 Characters in length starting with BR)		
		Beneficiary full name and address		
		Beneficiary's telephone number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		CNPJ Tax ID Number		
BTN	Bhutan Ngultrum	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
BYR	Belorussian Rouble	Beneficiary full name and address		
		Beneficiary's bank (including branch if applicable)		
		Beneficiary's account number (13 digits)		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Bank name and MFO Bank Code - 3 or 9 digits		
CLP	Chiliean Peso	Beneficiary's bank (including branch if applicable)		
		Beneficiary's account number and account type		
		Beneficiary full name and address		
		Beneficiary Telephone Number		
		Remitter's full name and address, a/c number		

		Reason for payment (taxes, salary, capital injection, etc.)		
		RUT Tax ID number		
CNY	Chinese Yuan	Beneficiary's bank	Beneficiary must declare local currency and sign for it.	If BNF does not sign for funds on value date, the USD will be converted to CNY at that day's value.
		Beneficiary bank branch location		
		Beneficiary's account number		
		Beneficiary full name and address		
		Beneficiary Telephone Number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
COP	Colombian Peso	Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Tax ID number		
		Beneficiary telephone number		
Branch Location or Agency				
ERN	Eritrean Nakfa	Full Beneficiary name, address and account number		
		Beneficiary's bank exact location		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
GEL	Georgia Lari	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
GTQ	Guatemala Quetzal	Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Exact branch location		
		NIT Tax ID number		
GNF	Guinea Franc	Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		

		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Exact branch location		
IDR	Indonesian Rupee	Any IDR purchase of 500mm or more: Reason of payment or invoice on why IDR is being purchased		
KGS	Kyrgyzstan Som	Full Beneficiary name, address and account number	The Beneficiary needs to present identification documents to receive funds.	
		Beneficiary's bank exact location		
		Full Remitter name, address and account number		
KMF	Coromos Franc	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
KRW	Korean Won	Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Beneficiary telephone number		
KZT	Kazakhstan Tenge	Beneficiary's bank Branch location and BIC	The Beneficiary needs to provide appropriate documents in accordance with currency control legislation of republic	
		Beneficiary full name, address and account number		
		Beneficiary Tax ID		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
LAK	Lao Kip	Beneficiary's bank branch location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
LBP	Lebanese Pound	Full Beneficiary name, address and IBAN		

		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
LTL	Lithuanian Litas	Full Beneficiary name, address and IBAN		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
LVL	Latvian Lat	Full Beneficiary name, address and IBAN		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
LYD	Libyan Dinar	Beneficiary's bank Branch location		
		Full Beneficiary name, address and IBAN		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
MDL	Moldavian Leu	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
MGA	Madagascar Ariary	Beneficiary's bank Branch location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
MKD	Macedonian Dinar	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Beneficiary telephone number		
MNT	Mongolian Tugrik	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		



		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Branch Location or Agency		
MOP	Macao Pataca	Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
MRO	Mauritania Oguiya	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Branch Location or Agency		
MWK	Malawi	Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		NIB Bank Identification Number		
MVR	Maldives Rufiyaa	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
MZN	Mozambique Metical	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		NIB number		
NGN	Nigeria Naira	Beneficiary Bank sort code (9 digits)		
		Beneficiary account number		
NPR	Nepal Rupee	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		

		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
PEN	Peruvian Sol	Beneficiary's bank Branch location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
PKR		Beneficiary full name and address		
		Beneficiary's bank		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
		Exact branch location with 11 digit BIC code		
PYG	Parguay Guraiana	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
RUB	Russian	<u>Beneficiary Requirements:</u> 1. Account number (20 digits long) 2. Proper name of beneficiary 3. Legal status of beneficiary 4. INN number - registration number in tax authorities, should consist of 10 digits		
		<u>Beneficiary Bank Requirements:</u> 1. BIC code (Bank Identification Code - 9 numeric digits) 2. Name of Bank and SWIFT code 3. Correspondence account		
		<u>Additional Required Information:</u> 1. VAT - Value added tax 2. Purpose of payment 3. VO code (VO20050 or VO20020)		
RWF	Rwanda Franc	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		

		Reason for payment (taxes, salary, capital injection, etc.)		
SCR	Seychelles Rupees	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
SLL	Sierra Leone Leone	Beneficiary full name and address		
		Beneficiary's bank exact location		
		Beneficiary's account number		
		Remitter's full name and address, a/c number		
		Reason for payment (taxes, salary, capital injection, etc.)		
TWD	Taiwan Dollars	Full Beneficiary name, address and account number	The Beneficiary is required to sign documents if payment order is not settled directly with beneficiary bank.	BBK sends arrival notice to BNF. BNF must endorse and return to bank. BBK then sends endorsed notice to PNC agent who, upon arrival of document, sends TWD.
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
TZS	Tanzanian Shilling	Full Beneficiary name, address and account number	Beneficiary must provide letter from beneficiary bank stating they can receive hard currency.	
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
UAH	Ukrainian Hryivna	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
UZS	Uzbekistan Som	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
VEF	Venezuelan Bolivar Fuerte	Full Beneficiary name, address, account number and account type		

		RIF Number		
		Beneficiary's telephone number		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
VND	Vietnamese Dong	Beneficiary's bank exact location		
		Full Beneficiary name, address, account number and account type		
		Full Remitter name, address and account number		
		Reason for payment (taxes, salary, capital injection, etc.)		
XPF	Central Pacific Franc	Beneficiary's bank exact location		
		Full Beneficiary name, address and account number		
		Full Remitter name, address and account number		
		Nature of operation		
		Can only be sent to the following countries: New Caledonia, French Polynesia, Wallis and Futuna Islands		