

Wire Transfer Request

Requirements

and

Instructions



OFFICE OF DISBURSEMENTS

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Table Of Content

1.	Recap of Important Updates Effective 09/30/2010.....	1
1.1	Required Signatures (and Printed Names).....	1
1.2	Supporting Documentation.....	1
1.3	Purchase Order (PO) / Contract Requirement.....	2
2.	Wire Transfer Request - FAQ.....	3
2.1	<i>What is a Wire Transfer?.....</i>	3
2.2	<i>What are the Requirements for Requesting a Wire Transfer?.....</i>	3
2.3	<i>Who will be the Wire Transfer Initiator?.....</i>	4
2.4	<i>Who will be the Wire Transfer Approver?.....</i>	4
2.5	<i>Will Taxes Be Withheld from the Wire Transfer?.....</i>	5
2.6	<i>How Often are Wire Transfers Processed by Disbursements?.....</i>	5
2.7	<i>The Wire Transfer Request Form is not available on the web. How Can I Access the Form?.....</i>	6
2.8	<i>Which departments are involved in the Wire Transfer Process?.....</i>	6
3.	Processing Instructions.....	8

1. Recap of Important Updates Effective 09/30/2010

1.1 Required Signatures (and Printed Names)

- The wire transfer initiator :
 - **When the amount is less than \$5,000** - Department Administrator or higher position.
 - **When the amount is \$5,000 or greater** - Business Manager, Program Director or higher position.
- The wire transfer approver:
 - **When the amount is less than \$5,000** - Business Manager, Program Director or higher position.
 - **When the amount is \$5,000 or greater** - College Admin Officer, Dean, Department Chair, or higher position.
 - **Additional Approval Required for funding sources related to projects/grants** - Departmental Grant Administrator

1.2 Supporting Documentation

Documentation must include details for the transaction including a listing of individuals for whom payment is being made, purpose/reason for the payment, dates of the event, destination, etc.

- Vendor's Invoice and Order Confirmation should be provided when available.
- A Memo of understanding should be attached to clarify the purpose for the payment, especially in situations where a vendor's invoice is not provided.

Disbursements will withhold payment until sufficient documentation to support the payment is provided.

(Routine Wires (employee payroll and withholding tax payments, employee benefit vendor payments, and employee retirement payments) require a summary request for payment along with signature and printed name approval. Detailed supporting documentation is retained by the requesting Unit).

1.3 Purchase Order (PO) / Contract Requirement

Payments of \$5,000 or more must be linked to an approved and dispatched PO or the requestor/initiator must provide documentation from GSU Purchasing confirming that a PO is not required. Email lmccalop@gsu.edu .

Payments requiring a contract must have an approved and signed contract attached to the Wire Transfer Request Form.

2. Wire Transfer Request - FAQ

2.1 What is a Wire Transfer?

A wire transfer is a payment process used on a limited basis. Funds are wired directly from one bank account to another. **The wire transfer process is generally reserved for situations for which a payment by check or Electronic Funds Transfer (EFT) would be inefficient, as well as for emergency /priority payments.**

Generally, wire transfers should ***not*** be used in place of an Accounts Payable check or EFT. Some exceptions may include:

- Study abroad / Travel Abroad Payments
- Payments initiated by Human Resources for payment of certain employee benefits.

2.2 What are the Requirements for Requesting a Wire Transfer?

A Wire Transfer Request Requires the Following:

- ***VENDOR/PAYEE must be listed as an active vendor in Spectrum.***
 - If the vendor is not listed in the vendor file, then the vendor must complete [Form W-9](#) for submission to Purchasing, the unit which performs vendor setup.
 - Email: kmilton@gsu.edu
 - If the service provider is a foreign national, attach (in place of the W-9) [Form W-8BEN](#)
or
Foreign Vendor Information Form
<http://www2.gsu.edu/~wwwpch/ForeignVendorInformationForm.pdf>

- When submitting the Form W-8Ben, it is only necessary for the foreign national to complete Parts I and IV of the form. Form W-8BEN should be submitted to Purchasing for vendor setup.
- Some foreign based vendors may prefer to submit the Foreign Vendor Information Form.
- **Sufficient Documentation to substantiate the payment must be attached to the Wire Transfer Request Form.** Disbursements must withhold payment until sufficient documentation is received.

Examples of documentation expected (where applicable):

- **Purchase Order number** for purchases/payments of \$5,000 or more (Bidding where required).
- **Vendor's invoice, order confirmation, memo of understanding**
- **Banking information** provided by the vendor
- When a Wire Transfer is being issued to facilitate a Study Abroad Cash Advance Request, the **Study Abroad Cash Advance Form** request must accompany the Wire Transfer Request Form. Form Available through the Following link:
<http://www2.gsu.edu/~wwwspc/Forms/StudyAbroadCashAdvance.doc>

2.3 Who will be the Wire Transfer Initiator?

The wire transfer **initiator**:

- **When the amount is less than \$5,000** - Department Administrator or higher position.
- **When the amount is \$5,000 or greater** - Business Manager, Program Director or higher position.

2.4 Who will be the Wire Transfer Approver?

The wire transfer **approver**:

- **When the amount is less than \$5,000** - Business Manager, Program Director or higher position.

- **When the amount is \$5,000 or greater** - College Admin Officer, Dean, Department Chair, or higher position.
- **Additional Approval Required for funding sources related to projects/grants** – Departmental Grant Administrator

2.5 Will Taxes Be Withheld from the Wire Transfer?

The University will not withhold taxes for payments made by wire transfer unless directed to do so by the IRS. Certain payments to foreign nationals require federal tax withholding. Contact the University's Tax Account, to discuss further at finisi@langate.gsu.edu.

IRS regulations require the taxation of payments to non-resident aliens for payment of services provided inside the United States, unless the income is exempt under a provision of a tax treaty between the foreign national's home country and the U.S. To be eligible to claim the tax treaty exemption, the foreign national must have a social security number or individual taxpayer identification number and must have submitted IRS Form 8233 (Exemption from Withholding on Compensation for Independent Personal Services of a Non-Resident Alien Individual) to the University for certification. In addition, non-resident aliens are required to complete IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding). Form 8233 is generated through the [tax analysis](#) process conducted by the University. Refer to the [Foreign Nationals - Tax Analysis and Payments Guide](#) for additional information on this process and these required documents. The tax analysis may decrease the federal tax liability on the payment.

2.6 How Often are Wire Transfers Processed by Disbursements?

Wire transfer requests are processed daily, Monday through Friday, except on University holidays and Federal banking holidays.

Forms received by noon are generally processed the same day, provided:

- the form is completely filled out

- the form contains valid information
- the form bears proper signature approvals (legible with signatures and printed names)
- the vendor is properly set-up in the vendor file
- sufficient documentation is attached to the form (supporting documentation and justification for the wire)

Reference: Board of Regents, Internal Control Procedures for Wire Transfers, see section 19.5
http://www.usg.edu/business_procedures_manual/bpm-sect19.pdf

Bid Requirements, where applicable, are met.

- Purchase Order requirements are met (Purchases of \$5,000 or more, generally require the issuance of a Purchase Order).
- the requirements for the **payment type** are met
- the funds are released/confirmed by the Accounting Services Unit

2.7 The Wire Transfer Request Form is not available on the web. How Can I Access the Form?

On request, the Office of Disbursements will send the required Wire Transfer Request Form directly to the requestor via GroupWise Email.

The Office of Disbursements can be reached at **(404) 413-3040**.

Email to request Form: rjones37@gsu.edu or finjmp@langate.gsu.edu

2.8 Which departments are involved in the Wire Transfer Process?

Purchasing, Disbursements, and Accounting Services are all involved in the Wire Transfer Process.

Purchasing –

- Review for Bid Requirements

- Contract Review
- Purchase Order Dispatch (purchases of \$5,000 or more).
- Vendor Set-up.

Disbursements –

- Document Review and Audit
- Federal Tax Withholding
- **Wire Transfer**
- Voucher Entry to record Wire Transfer

Accounting Services –

- Document Review
- Wire Transfer Release of Funds
- Bank Reconciliation

3. Processing Instructions

A Wire Transfer request (a completed Wire Transfer Request Form with proper attachments) must be received in the Office of Disbursements [Sparks Hall, Room 400-A] no later than 12:00 PM on the date the payment is required in order for the wire transfer to be released by the end of the workday.

The Wire Transfer Request Form must bear original signatures; copied or scanned Wire Transfer Request Forms will not be processed. Questions? Call 404.413.3040.

#	Step
1	Contact the Office of Disbursements at 404.413.3040 to request the Wire Transfer Request Form to be e-mailed directly to the requestor's GroupWise e-mail. Or Email to request the Form: rjones37@gsu.edu or finjmp@langate.gsu.edu
2	Complete all (applicable) fields on the Wire Transfer Request Form.
3	Ensure the Payee/Vendor is properly listed in the Accounts Payable vendor file as an active vendor. Email for Vendor set-up: kmilton@gsu.edu Or Contact 404.413.3150 for more information. (Vendor set-up is a function of the Purchasing Unit).
4	Attach the document which shows the payee/vendor's banking information, as received from the payee. The information may have been received by email or memo. Attach the email or memo to the Wire Transfer Request Form. Include the payee's entire banking information.
5	The Wire Transfer Request Form must bear the <u>signatures</u> and <u>printed names</u> as follows:

	<ul style="list-style-type: none"> • The wire transfer <u>initiator</u> : <ul style="list-style-type: none"> ○ When the amount is less than \$5,000 - Department Administrator or higher position. ○ When the amount is \$5,000 or greater - Business Manager, Program Director or higher position. • The wire transfer <u>approver</u>: <ul style="list-style-type: none"> ○ When the amount is less than \$5,000 - Business Manager, Program Director or higher position. ○ When the amount is \$5,000 or greater - College Admin Officer, Dean, Department Chair, or higher position. ○ Additional Approval Required for funding sources related to projects/grants - Departmental Grant Administrator
6	<p>The Wire Transfer Request Form must provide a valid SpeedChart and Account code for the expenditure. (Disbursements will enter a voucher to record the wire transaction).</p>
7	<p>Payments subject to withholding will require withholding or documentation to support an exemption. Contact the Tax Accountant at 404.413.3056.</p> <p>Email: finisi@langate.gsu.edu</p>
8	<p>Disbursements will process the Wire Transfer Request.</p> <p>Accounting Services will release the funds.</p>