

Wire Transfers

To process a wire transfer, please follow these directions:

1. **24 Working Hours Notice is required.** Wire transfer requests require a 24-hour written notice to the Treasurer's Office prior to the processing of the wire, regardless of the amount. The written notification is due no later than 10:00 a.m. the working day before the disbursement is needed. Notification is required via email to "EDC Treasury" and "Auditor Accounting" and should include the following information:
 - Payee
 - Date of Transaction Requested
 - Payment Method (i.e. wire; hand-typed check)
 - Amount
2. The following paperwork is required to the Auditor's Office 24 working hours prior to wire. Forms are available on the Auditor's website.
 - a) **Wire Transfer Memo** with authorized signature.
 - b) **Wire Transfer Journal** with authorized signature. Wire transfer journal requires a vendor number unless the payee is a bank. If the vendor is not a bank and no vendor number is set up in FAMIS, a Payee Data Record (in lieu of W-9) form would be required.
 - c) If relevant, an original invoice should be attached to the Wire Transfer Journal. Back-up support must include documentation from the payee with details necessary to process the wire transfer, including routing numbers, account numbers, etc.

Any emergency wire requiring processing in less than 24 hours will require justification and approval from the Auditor's Office and the Treasurer's Office.