



DEPARTMENT INCOMING ACH/WIRE NOTIFICATION FORM

To: Mark Vlacovsky, Treasury Services Manager

Date [ ]

From: [ ]

Sender Information (the person or institution sending the electronic funds)

Name: [ ]

Address: [ ]

City, State: [ ]

Country: [ ]

Sending Bank Name: [ ]

Date Expected to Receive Funds: [ ]

(this is the date KSU's bank is expected to receive the incoming funds)

Amount of Currency: [ ]

Type of Currency: [ ]

Place an "X" in the appropriate box:

Exact Amount [ ] or Estimated Amount [ ]

Is this payment towards a student account?

Place an "X" in the appropriate box:

YES [ ] NO [ ]

If YES to the above, provide student name

[ ]

and Banner ID

[ ]

Will this be a recurring incoming Wire/ACH?

Place an "X" in the appropriate box:

YES [ ] NO [ ] If YES, how often?

[ ]

Accounting Information: Recording the Departmental Revenue

Department Name: [ ]

Department Index: [ ]

Revenue Account (5XXXX): [ ]

Or

Expense Account (7XXXX): [ ]

(Only record the transaction to an expense account if the incoming funds are a reimbursement of original expense)

Your Information

Name: [ ]

Phone: [ ]

Department: [ ]

\*\*Instructions\*\*

If you have any questions about this form, please contact the Controller's Office at 330-672-8652; otherwise, please print and e-mail this page to: whendric@kent.edu; mcope3@kent.edu; mvlacovs@kent.edu OR mail to: Mark Vlacovsky, 232 Schwartz Center.

\*\*Additional Information/Comments\*\*

If you would like to provide any additional information or comment about this form, please do so in the space provided below.

[ ]