How to complete the ACH/Wire Transfer Request Form.
Complete highlighted fields only.

**Payee Details**
- **Name on Bank Account**
  This is the name of the account holder – the that appears on your account, debit card, checks, etc.
- **Address**
  The address associated with your bank account. Typically, your permanent address.

**Account Information**
- **ABA Number**
  Also known as the routing number. The ABA/Routing Number is a nine-digit code that identifies financial institutions and can be found on the bottom of a check. (See image below)
- **Bank Name**
  The name of your bank ie. Wells Fargo, University Credit Union, Bank of America, Etc.
- **Account Number**
  The second series of numbers on the bottom of your checks. (See image below)

If you are unable to locate the account information required, contact your bank.