



## 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.

The diagram shows a check form with the following fields and highlighted numbers:

- Your Name** and **Your Address** (top left)
- DATE** (top right)
- 1035** (top right, highlighted in green)
- PAY TO THE ORDER OF** (middle left)
- \$** (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (bottom left)
- MEMO** (bottom left)
- 123456789** (bottom left, highlighted in red, labeled **Routing Number**)
- 987654321** (bottom middle, highlighted in green, labeled **Account Number**)
- 1035** (bottom right, highlighted in green, labeled **Check Number**)