MANAGEMENT AND BUDGET

Wire Transfer Request

Part 1: Paying Agency Information

Agency Requesting Wire:

Business Unit:

Part 2: Wire Instructions

Date to wire the funds:

Wire amount in US Dollars:

Beneficiary's Name on Bank Account:

Part 3: Repeat Code (if applicable)

Repeat Code:

Last 4 Digits of Bank Account:

Part 4: Bank Account Information

Domestic Wire

Banking Institution's Name:_____

ABA / Routing No. (9 Digits):_____

Account Number:_____

International Wire

Beneficiary Bank Name:_____

SWIFT/BIC ID Code:_____

Foreign ABA / Routing Number:_____

IBAN (International Bank Account Number):_____

Full Beneficiary Address Line 1: _____

Full Beneficiary City:_____

Full Beneficiary Country:_____

Primary Purpose of Payment reason:_____

Secondary Purpose of Payment reason:_____

MANAGEMENT AND BUDGET

Further Credit Info (Required for International Wires if over $3,000)

Beneficiary Name: _____

Beneficiary Full Address: _____

Beneficiary Date of Birth (for Individuals): _____

Beneficiary Phone Number: _____

Beneficiary Email Address: _____

(If being deposited in a sub account) Beneficiary Brokerage Account Number: _____

Other Information:

Part 5: Authorization Signatures

Name (Typed): _____	Agency Staff: _____
Phone Number: _____	Signature: _____
Name (Typed): _____	Agency Manager: _____
Phone Number: _____	Signature: _____

Send To:	Minnesota Management & Budget – Vendor Payments Unit **Email:** syscomp.mmb@state.mn.us MMB MUST RECEIVE WIRE TRANSFER REQUEST FORM BY 3:30 PM FOR NEXT DAY WIRE
Contacts:	Wire Processor – Yvonne Erhart - Yvonne.Erhart@state.mn.us Vendor Support Supervisor – Tracey Trover-Dupre – Tracey.Trover-Dupre@state.mn.us

MANAGEMENT AND BUDGET

Instructions for Completing the Wire Transfer Request Form

In general, wires transmitted by MMB must be backed by warrants. Please see the Warrant Special Handling Request policy, procedure, and form for additional information in setting up a pull warrant to be received by MMB.

Part 2: Wire Instructions

1. **Date to wire the funds:** Enter the date that MMB should wire the funds to the vendor.
2. **Wire amount**: Enter the amount that should be wired. The amount shown on this form must be in U.S. Dollars and must match the amount of the warrant(s).
3. **Beneficiary's Name**: Enter the beneficiary's name attached to the receiving bank account. The beneficiary's bank account name must match the name on the warrant(s).

Part 3: Repeat Code (if applicable)

This section is for wires that occur on a regular basis that have been setup on a repeat code by MMB. The purpose of a repeat code is to more efficiently transmit wires and reduce the potential of errors.

1. **Repeat Code**: Enter the repeat code provided by MMB.
2. **Last 4 Digits of Account**: Enter only the last 4 digits of the receiving bank account number.

Part 4: Bank Account Information

Domestic Wire

1. **Banking Institution**	Enter the receiving bank's name.
2. **ABA / Routing Number**	Enter the receiving bank's ABA / routing number (9-digit number).
3. **Account Number**	Enter the receiving bank account number.

International Wire

1. **Banking Institution**	Enter the receiving bank's name.
2. **SWIFT Code**	Enter the receiving bank's foreign SWIFT/BIC ID Code number. This code is the Foreign ABA / Routing number.
3. **IBAN Number**	Enter the bank account's IBAN Number (International Bank Account Number).
4. **Full Beneficiary Address**	Enter the Beneficiary full street Address
5. **Full Beneficiary City**	Enter the full Beneficiary City
6. **Full Beneficiary Country**	Enter the full Beneficiary Country
7. **Primary Purpose of Payment**	Enter Primary Purpose of Payment **(see list below)**
8. **Secondary Purpose of Payment**	Enter Secondary Purpose (see list below)

Further Credit To (Int'l Wire over $3,000 or if the funds need to be deposited into a sub-account, complete the following section)

1. **Beneficiary Name**	Enter the Beneficiary's name
2. **Beneficiary Full Address**	Enter full address**.**
3. **Date of Birth if Individual**	(N/A for Business)

4. **Phone #** Need phone number with Country Code.
5. **Email Address of Beneficiary** Must provide Email Address
6. **Brokerage Account** Enter the sub-account or brokerage account number

Other Information Enter the reference numbers or other information required to be sent with the wire.

Part 4: Please select a reason from the Primary and Secondary reasons

Primary	Secondary
Card Settlement	• A service which allows the card acceptor to effect a credit to a cardholder's account. Unlike a Merchant Refund, an Original Credit is not preceded by a card payment. This service is used for example for crediting winnings from gaming. • Card Payment with Cash Back. Purchase of Goods and Services with additional Cash • disbursement at the POS (Cash-back). • Cash Disbursement. ATM Cash Withdrawal or Cash Withdrawal at the teller's counter • Quasi Cash. Purchase of Goods which are equivalent to cash like coupons in casinos.
Cash Management	• Cash management – account management in bank. Transaction movies funds between 2 accounts of same account holder at the same bank. • Cash management – transfer outside bank. Transaction is a general cash management instruction. • Collection Payment. Transaction is a collection of funds initiated via a credit transfer or direct debit. • Liquidity Management. Bank initiated account transfer to support zero target balance management, pooling or sweeping. • Transaction is an intra-company payment, ie, a payment between two companies belonging to the same group. • Transaction is related to a netting operation. • Transaction is related to a payment of deposit. • Transaction is related to cash disbursement.

Primary	Secondary
Commercial	• Accounts Receivable Entry. Transaction is related to a payment associated with an Accounts Receivable Entry. • Agricultural Transfer. Transaction is related to the agricultural domain. • Commercial Payment. Transaction is related to a payment of commercial loan or debt regarding the loan. • Purchase & Sales of Goods and Services with Cash-back. Transaction is related to purchase and sale of goods and services with cash back. • Purchase & Sales of Goods and Services. Transaction is related to purchase and sale of goods and services. • Purchase & Sales of Goods. Transaction is related to purchase and sale of goods. • Purchase & Sales of Services. Transaction is related to purchase and sale of services. • Subscription. Transaction is related to a payment of information or entertainment services. • Supplier Payment. Transaction is related to a payment to a supplier. • Transaction is payment of a license fee. • Transaction is payment of copyright. • Transaction is related to a payment associated with a Back Office Conversion Entry. • Transaction is related to a payment associated with a Point of Purchase Entry. • Transaction is related to a payment of business expenses. • Transaction is related to a trade services operation. • Transaction is the payment of royalties.
Consumer	• Charity Payment. Transaction is a payment for charity reasons. • Consumer Third Party Consolidated Payment. Transaction is a payment used by a third party • who can collect funds to pay on behalf of consumers.
Finance	• Car Loan Principal Repayment. Transaction is a payment of car loan principal payment. • Debit Collection Payment. Collection of funds initiated via a debit transfer. • Housing Loan Repayment. Transaction is related to a payment of housing loan. • Insurance Premium-Car. Transaction is a payment of car insurance premium. • Loan Repayment. Transaction is related to repayment of loan to lender. • Recurring Installment Payment. Transaction is related to a payment of recurring installment • made at regular intervals. • Transaction is a payment of labor insurance. • Transaction is a payment of life insurance. • Transaction is a payment of property insurance. • Transaction is a payment of insurance premium. • Transaction is a payment of interest. • Transaction is related to a payment of a trust fund.

Primary	Secondary
	• Transaction is related to a payment of government insurance. • Transaction is related to transfer of loan to borrower.
General	• Credit Card Payment. Transaction is related to a payment of credit card account. • Gift for birthday or religious celebration. • Government Payment. Transaction is a payment to or from a government department. • Installment Hire Purchase Agreement. Transaction is payment for installment/hire-purchase agreement. • Internet-initiated Transaction. Transaction is related to a payment initiated via internet. • Irrevocable Credit Card Payment. Transaction is reimbursement of credit card payment. • Irrevocable Debit Card Payment. Transaction is reimbursement of debit card payment. • Not Otherwise Specified. Transaction is related to a payment for type of services not specified elsewhere. • Other payment purpose. • Receipt Payment. Transaction is related to a payment of receipt. • Telephone-initiated Transaction. Transaction is related to a payment initiated via telephone. • Transaction is an advance payment. • Transaction is related to a debit card payment. • Transaction is related to a payment associated with a re-presented check entry. • Transaction is related to a payment for multiple service types. • Transaction is related to a payment for an installment. • Transaction is related to a payment of cancellation fee. • Transaction is related to a payment of credit card bill. • Transaction is related to a payment of opening fee.
Investment	• Precious Metals. Transaction is related to a precious metal operation. • Transaction is payment of commodities. • Transaction is payment of dividends. • Transaction is related to a derivatives transaction. • Transaction is related to a foreign exchange operation. • Transaction is related to a hedging operation. • Transaction is the payment of securities. • Transaction settles annuity related to credit, insurance, investments, other. • Transfer to savings/retirement account. • Treasury Payment. Transaction is related to treasury operations.
Medical	• Convalescent Care Facility. Transaction is a payment for convalescence care facility services.

Primary	Secondary
	• Long Term Care Facility. Transaction is a payment for long-term care facility services. • Medical Services. Transaction is a payment for medical care services. • Transaction is a payment for anesthesia services. • Transaction is a payment for dental services. • Transaction is a payment for home health care services. • Transaction is a payment for hospital care services. • Transaction is a payment for intermediate care facility services. • Transaction is a payment for vision care services. • Transaction is a payment is for use of durable medical equipment. • Transaction is a payment of health insurance.
Salary and Benefits	• Alimony Payment. Transaction is the payment of alimony. • Bonus Payment. Transaction is related to payment of a bonus. • Child Benefit. Transaction is related to a payment made to assist parent/guardian to maintain child. • Company Social Loan Payment to Bank. Transaction is a payment by a company to a bank for financing social loans to employees. • Pension Payment. Transaction is the payment of pension. • Price Payment. Transaction is related to a payment of price. • Salary Payment. Transaction is the payment of salaries. • Transaction is a social security benefit, ie payment made by a government to support individuals. • Transaction is a payment of commission. • Transaction is related to the payment of payroll. • Unemployment/Disability Benefit. Transaction is related to a payment to a person who is unemployed/disabled.
Tax	• Tax Payment. Transaction is the payment of taxes. • Transaction is related to a payment of estate tax. • Transaction is related to a payment of housing tax. • Transaction is related to a payment of income tax. • Transaction is related to a payment of net income tax. • Transaction is related to a payment of withholding tax. • Value Added Tax Payment. Transaction is the payment of value added tax.
Transport	• Transaction is a payment for air transport related business. • Transaction is a payment for bus transport related business. • Transaction is a payment for ferry related business. • Transaction is a payment for railway transport related business.
Utilities	• Energies. Transaction is related to a utility operation. • Transaction is related to a payment of cable TV bill.

Primary	Secondary
	• Transaction is related to a payment of electricity bill. • Transaction is related to a payment of gas bill. • Transaction is related to a payment of network charges. • Transaction is related to a payment of network communication. • Transaction is related to a payment of other telecom related bill. • Transaction is related to a payment of telephone bill. • Transaction is related to a payment of water bill.

Part 5: Authorization

Two signatures are required for Wire Transfer Requests. The second signature must be an Agency Manager. Exception - An Agency Manager is not required to sign if the wire request is on a Repeat Code.

SEND COMPLETED FORMS AT LEAST ONE BUSINESS DAY BEFORE DATE TO SEND WIRE TO VENDOR
EMAIL TO: Syscomp.mmb@state.mn.us

Additional Information

0802-002	Warrant Special Handling Request Policy
0802-02.1	Warrant Special Handling Request Procedure
0802-02-01F	Warrant Special Handling Request Form
0802-02-02F	Warrant Special Handling Request Authorized Signatures