

# Anticipated Incoming Wire or ACH Transfer

Complete this form when your unit anticipates receiving an incoming wire or ACH transfer. The information you provide will enable University Accounting and Financial Reporting (UAFR) to credit this payment to your applicable C-FOAP in Banner on a timely basis.

We encourage you to subscribe to UAFR's [Unclaimed Bank Wires](#) group to help keep you informed of any unclaimed bank wires or ACHs that the University has received but which have not been claimed.

For further details, refer to our subject matter expert listed in the [Bank Wire Receipts](#) section of UAFR's [Who to Ask](#) list.

## Incoming Transfer Information

Name of entity sending the transfer: \_\_\_\_\_  
Individual, company, or institution

What country will the transfer come from? \_\_\_\_\_

Amount of transfer: \_\_\_\_\_ Date you expect the transfer: \_\_\_\_\_

What C-FOAP should be credited? Chart: \_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_ Activity: \_\_\_\_\_  
**Transfer cannot be credited to your unit without a valid C-FOAP.**

Provide a description of the reason for the transfer:

Do you need bank routing information for this transfer?  Yes  No

## Unit Contact Information

Chart:  1 - UIUC  2 - UIC  4 - UIS  9 - System Office

College: \_\_\_\_\_

Unit: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Area Code

When you click on the "Generate Email" button, an email will be generated with this completed form attached to it. Please attach any supporting documentation related to this payment (such as a copy of the invoice sent to the customer) to the generated email before sending it to UAFR.

A notification will be sent once UAFR receives the form, and we may reach out with further questions if needed.