

Domestic Electronic Funds Transfer Request	DPR #:
	Purpose of Transfer:
Beneficiary Bank Name:	
Bank ABA/Routing #:	
Bank Account #:	
Name on Bank Account:	

Instructions for Requesting a Domestic Electronic Funds Transfer
<ol style="list-style-type: none"> 1. Complete a DPR form <ul style="list-style-type: none"> • Payment Type: Check 'Other' box and indicate 'EFT-Domestic'. 2. Complete an EFT form <ul style="list-style-type: none"> • Enter the DPR Request # in the space provided at the top of the EFT form. • Complete the Purpose and Beneficiary Bank information above. 3. Submit the completed and approved DPR and EFT forms together to Accounts Payable (or to ASRSP for sponsored projects). 4. New Payment Requirements for Electronic Funds Transfers. Effective September 18, 2009, there are new processing requirements for electronic payments (specifically ACH requests). In the event a payment that you are requesting Northwestern University to make to you by ACH is to be forwarded in its entirety from a U.S. financial institution to a financial institution in another country, please contact the Manager of Accounts Payable: <p style="margin-left: 40px;">Guy Wilson Manager, Accounts Payable Email: gwilson@northwestern.edu Telephone: 847 491 4445</p> <p style="margin-left: 40px;">In such cases, payment will have to be made by check.</p>

Treasury Use Only
<input type="checkbox"/> Fedwire <input type="checkbox"/> ACH
Chase Model or Template ID:
Northern Model or Template ID:
<input type="checkbox"/> Signature specimen on file <input type="checkbox"/> Ins to <input type="checkbox"/> processID: