



## ACH Disbursement Overview

Use the links below to navigate to example QForms and instructions on how to complete

- [Recurring ACH Disbursements QForm \(Donor\)](#)
- [Ad Hoc ACH Disbursements QForm \(Donor\)](#)

Recurring and Ad Hoc ACH Disbursements
<p><b>QForm:</b> Three QForms are available for ad hoc and recurring disbursements depending on the Interested Party's relationship to the account:</p> <ol style="list-style-type: none"> <li>1) Account Owner/Donor</li> <li>2) Beneficiary</li> <li>3) Other</li> </ol> <p>The process of filling out each QForm is the same</p>
<p><b>Before Beginning:</b> Identify the Interested Party (IP) Number</p> <p>Select the correct form depending on the Interested Party receiving the disbursement</p>
<p><b>Example:</b> This guide will use the Donor QForm as an example</p>

\*Note: There are separate resources available showing how to locate Interested Party codes in AddVantage.



## Recurring and Ad Hoc QForm Highlights

- **Submission Deadline:** All disbursements must be submitted by 10:45 AM CST to be processed the same business day. Any QForm submitted after 10:45 AM CST will be processed the following business day
- When completing the QForm:
  - Grayed-out text is pre-populated and cannot be changed
  - **Bolded fields** are mandatory
  - All fields should be completed in UPPER CASE
  - Select a block number without an asterisk (e.g., 1\* cannot be used)

If you need more information on how to complete the wire disbursements forms, please see the Client ACH Disbursements training video.



## RECURRING ACH DISBURSEMENTS

### Page One – Recurring ACH Disbursements

**Client Initiated-OnPlatformCustody-ACH-Scheduled**

Account

Interested Party

Relationship

Group RM

Refresh

Block Number

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REMITTANCE DATE (1)

REMITTANCE TYPE (4) ACH

Total Amount field:  
If fixed amount, enter (\$) symbol before amount.  
If percentage, (%) symbol required

TOTAL AMOUNT (2)

PORTFOLIO (22)

Only enter Principal and Income Amounts below if Portfolio = Combined and total amount is not a %

PRINCIPAL AMOUNT (34)

INCOME AMOUNT (35)

DISB CODE (20)

TAX CODE (21)

When paying a bill on behalf of Beneficiary or Donor, Tax Party is Required.

TAX PARTY OR CUSIP NUMBER (7)

DISPOSITION (23)

RECEIVING ACCOUNT NUMBER (3)

ACH TRANSIT ROUTING CODE (9)

REC ACH ACCOUNT TYPE (10) CHECKING

For Further Credit Information

Transaction Description

EXPIRATION DATE (30)

**VALIDATE FORM CONTENT BY PREVIEWING PRIOR TO SUBMISSION**

1. Insert **Account Number**
2. Insert **Interested Party and Relationship**  
*Note: Interested Party and Relationship must match*
3. Click **"Refresh"**
4. Select **Block Number** without (\*)
5. Update the default to **7 business days from today's date**  
*Note: Click the "Month End" button to set remittances at the end of a month*
6. Insert the **disbursement amount with a "\$" sign**
7. Select **"Principal, Income, or Combined" portfolio**  
*Note: If using "Combined," specify the amounts in the Principal and Income Amount. Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount*
8. Select **Disbursement Code** by List Data Code or by Description  
*Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field*
9. Select the associated **Tax Code**
10. Enter the **receiving account and routing number**  
*Note: Click "Next" to look up bank information on Page Two*
11. Select the **account type**  
*Note: Transaction Description is limited to 32 characters and should be completed in UPPERCASE*

12. Click **"Preview"** to check for
13. Click **"Queue"** to submit form



## Page Two – Recurring ACH Disbursements

Note: This page is used to reference bank account information if needed

**Account**

**Interested Party**

**Relationship** DONOR

**Group** UD

**Refresh**

1. **Insert Account Number**

2. **Insert Interested Party**  
*Note: Interested Party and Relationship must match*

*Note: Relationship is hard coded based on QForm selected (i.e., Account Owner/Donor, Beneficiary, Fiduciary, or Other)*

3. **Click "Refresh"**  
*Note: This will populate up to 5 bank accounts (e.g., routing, bank account number, type (checking, savings), and any Signed Letter of Authorization (SLOA) on file) to enter on Page One*

*Best Practice: Capture a screenshot of the bank information for reference to easily input it into Page One*

**Bank 1 Deposit Info**

BANK NAME (14-1)

ABA ROUTING CODE (14-2)

BANK ACCOUNT # (14-3)

BANK ACCOUNT TYPE (14-4)

SLOA APPROVED 1? (15)

SLOA APPROVED DATE 1 (16)

SLOA APPROVED BY 1 (17-1)

**Bank 2 Deposit Info**

BANK NAME (18-1)

ABA ROUTING CODE (18-2)

BANK ACCOUNT # (18-3)

BANK ACCOUNT TYPE (18-4)

SLOA APPROVED 2? (19)

SLOA APPROVED DATE 2 (20)

SLOA APPROVED BY 2 (21-1)

**Bank 3 Deposit Info**

BANK NAME (22-1)

ABA ROUTING CODE (22-2)

BANK ACCOUNT # (22-3)

BANK ACCOUNT TYPE (22-4)

SLOA APPROVED 3? (23)

SLOA APPROVED DATE 3 (24)

SLOA APPROVED BY 3 (25-1)

**Bank 4 Deposit Info**

BANK NAME (26-1)

ABA ROUTING CODE (26-2)

BANK ACCOUNT # (26-3)

BANK ACCOUNT TYPE (26-4)

SLOA APPROVED 4? (27)

SLOA APPROVED DATE 4 (28)

SLOA APPROVED BY 4 (29-1)

**Bank 5 Deposit Info**

BANK NAME (30-1)

ABA ROUTING CODE (30-2)

BANK ACCOUNT # (30-3)

BANK ACCOUNT TYPE (30-4)

SLOA APPROVED 5? (31)

SLOA APPROVED DATE 5 (32)

SLOA APPROVED BY 5 (33-1)

4. **Click "Previous"** to return to Page One



AD HOC ACH DISBURSEMENTS

Page One – Ad Hoc ACH Disbursements

**Form Suite - Client Initiated-OnPlatformCustody-ACH-Adhoc-Donor IPS**

**Client Initiated-OnPlatform Custody-ACH-Adhoc**

\*\*\*NOTE Submission Deadline:10:45 am CST\*\*

**Account**

**Register Num**

**Payable Date**

**Total Amount**

**Portfolio**

Only Enter Principal and Income Amounts below if Portfolio = Combined and total amount is not a %

Principal Amount

Income Amount

Federal Withholding

State Withholding

**Payee Party Number**

**Disbursement Code**

**Tax Code**

When paying a bill on behalf of Beneficiary or Donor, Tax Party is Required.

Tax Party OR Cusip Number

**Receiving Account Number**

**Receiving A/C Type**

**Transit/Routing Code**

For Further Credit Information

Trans Desc Line 1

Trans Desc Line 2

Trans Desc Line 3

Trans Desc Line 4

VALIDATE FORM CONTENT BY PREVIEWING PRIOR TO SUBMISSION

1. Insert **Account Number**
- Note: Register Number will default to 60 and cannot be changed
- Note: Payable date will default to today's date "T." Update to a future date to schedule a disbursement
2. Insert the **disbursement amount** without a "\$" sign
3. Select "**Principal, Income, or Combined**" portfolio  
Note: If using "Combined," specify the amounts in the Principal and Income Amount  
Note: Available cash in the selected account (i.e., Principal, Income, or Combined) must be greater than the Total Amount
4. Enter the Interested Party receiving the disbursement in **Payee Party**  
Note: Payee Party and QForm must match
5. Select **Disbursement Code** by List Data Code or by Description  
Note: Corresponding text will appear in front of the transaction description. Do not repeat this text in the description field
6. Select the associated **Tax Code**
7. Enter the **receiving account, number, type, and transit code**  
Note: Click "Next" to look up bank information on Page Two
- Note: Further Information will print on the client statement. Transaction Description is limited to 32 characters and should be completed in UPPERCASE

8. Click "**Preview**" to check for
9. Click "**Queue**" to submit form



## Page Two – Ad Hoc ACH Disbursements

Note: This page is used to reference bank account information if needed

1. Insert **Account Number**

2. Insert **Interested Party**  
*Note: Interested Party and Relationship must match*

*Note: Relationship is hard coded based on QForm selected (i.e., Account Owner/Donor, Beneficiary, Fiduciary, or Other)*

3. Click **“Refresh”**  
*Note: This will populate up to 5 bank accounts (e.g., routing, bank account number, type (checking, savings), and any Signed Letter of Authorization (SLOA) on file) to enter on Page One*

*Best Practice: Capture a screenshot of the bank information for reference to easily input it into Page One*

4. Click **“Previous”** to return to Page One