

This reference guide is used to instruct how to complete the Cash Transfers Between Accounts QForms.



## **Cash Transfers Between Accounts Overview**

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

- Recurring Cash Transfer Between Accounts QForm
- <u>Ad hoc Cash Transfer Between Accounts QForm</u>

Before Beginning: Identify the Interested Party (IP) Number

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

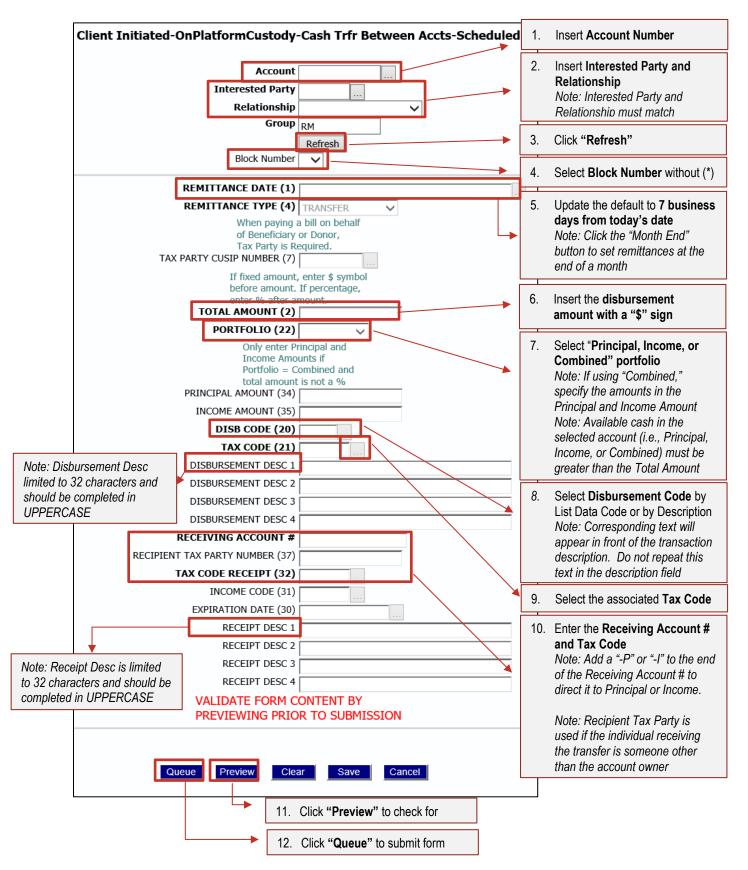
## Recurring and Ad Hoc QForm Highlights

- <u>Submission Deadline</u>: 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:
  - o Grayed-out text is pre-populated and cannot be changed
  - Bolded fields are mandatory
  - o 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 Cash Transfers Between Accounts training video.



## RECURRING CASH TRANSFER BETWEEN ACCOUNTS





## AD HOC CASH TRANSFER BETWEEN ACCOUNTS

