

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.

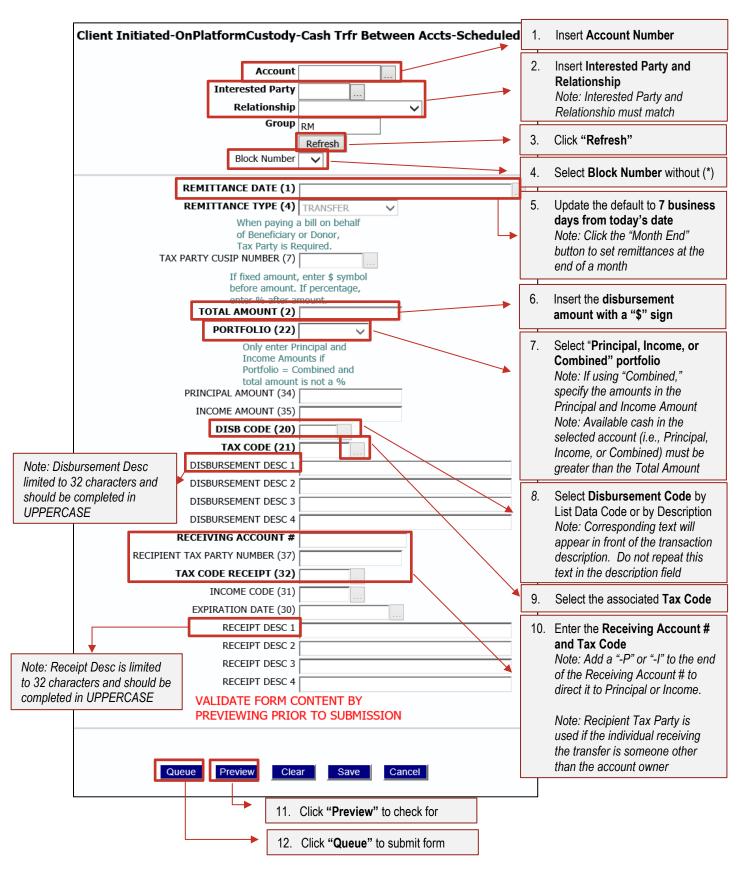
Recurring and Ad Hoc QForm Highlights

- <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

