



Wire Disbursements Reference Guide

This reference guide is used to instruct how to complete the Recurring and Ad Hoc Wire Disbursements QForms.



Wire Disbursement Overview

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

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

Recurring and Ad Hoc Wire Disbursements
<p>QForm: 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"> 1) Account Owner/Donor 2) Beneficiary 3) Other <p>The process of filling out each QForm is the same</p>
<p>Before Beginning: Identify the Interested Party (IP) Number</p> <p>Select the correct form depending on the Interested Party receiving the disbursement</p>
<p>Example: 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

- **Wire Transfer Fee:** \$18 fee applies to all wire transfers
- **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
- **Recurring Remittances:** Need to be scheduled 7 business days from the date created
- 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
 - For recurring disbursements, 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 Wire Disbursements training video.



RECURRING WIRE DISBURSEMENTS

Page One – Recurring Wire Disbursements

Client Initiated-OnPlatformCustody-Wire-Scheduled

Account

Interested Party

Relationship

Group

Refresh

Block Number

\$18 fee applies to all wire transfers. Use ACH-Scheduled form to eliminate this charge

REMITTANCE DATE (1)

REMITTANCE TYPE (4)

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) **WIRE TRANSFER TO**

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)

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**
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
- Note: Disb Code appears on the client statement before transaction description. For example, "204" will read "Wire Transfer To" on the client statement*
8. Select the associated **Tax Code**
9. Select **"21" Disposition Code** to charge the client's account or **"22"** to charge the firm
10. Enter the **receiving bank account and routing number**
Note: Click "Next" to look up bank information on Page Two
11. Select the **account type**

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

Note: Transaction Description is limited to 32 characters and should be completed in UPPERCASE



Page Two – Recurring Wire 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 WIRE DISBURSEMENTS

Page One – Ad Hoc Wire Disbursements

Form Suite - Client Initiated-OnPlatformCustody-Wire-Adhoc-Donor IPS

Client Initiated-OnPlatformCustody-Wire-Adhoc

\$18 fee applies to all wire transfers. Use ACH-ADHOC form to eliminate this charge.

Note: Submission Deadline:10:45 am CST

Account

Register Number

Payable Date

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

If withholding taxes, enter the Interested Party Number.Relationship Example: 1111111 B

Payee Party

Disbursement Code

Tax Code

Tax Party

Transit/Routing Code

Receiving Bank Account #

Disposition Code

For Further Credit Information

For Further Credit Information

Trans Desc Line 1

Trans Desc Line 2

Trans Desc Line 3

Trans Desc Line 4

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 the associated **Tax Code**
6. Enter the **receiving bank code and account number**
Note: Click "Next" to look up bank information on Page Two
7. Select **"21" Disposition Code** to charge the client's account or **"22"** to charge the firm

Note: Disb Code appears on the client statement before transaction description

Note: Further Information will print on the client statement and should be completed in UPPERCASE

Queue **Preview** **Clear** **Cancel**

8. Click **"Preview"** to check for

9. Click **"Queue"** to submit form

[Next] **[Last]**



Page Two – Ad Hoc Wire Disbursements

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

Account

Interested Party

Relationship DONOR

Group UD

Refresh

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)

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
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