

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

<b>Instructions for Requesting a Domestic Electronic Funds Transfer</b>
<ol style="list-style-type: none"> <li>1. Complete a DPR form <ul style="list-style-type: none"> <li>• Payment Type: Check 'Other' box and indicate 'EFT-Domestic'.</li> </ul> </li> <li>2. Complete an EFT form <ul style="list-style-type: none"> <li>• Enter the DPR Request # in the space provided at the top of the EFT form.</li> <li>• Complete the Purpose and Beneficiary Bank information above.</li> </ul> </li> <li>3. Submit the completed and approved DPR and EFT forms together to Accounts Payable (or to ASRSP for sponsored projects).</li> <li>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: <a href="mailto:gwilson@northwestern.edu">gwilson@northwestern.edu</a>  Telephone: 847 491 4445</p> </li> </ol> <p style="margin-left: 40px;">In such cases, payment will have to be made by check.</p>

<b>Treasury Use Only</b>
<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"/> procestID: