

WIRE TRANSFER REQUEST

1. Type/Subtype Code: _____

2. Dollar Amount of Transfer: _____

3. Sender Financial Institution: _____

4. Sender Reference: _____

5. Receiver Financial Institution: **021030004 TREAS NYC**

6. Beneficiary: **00008522 DFAS Cleveland**

7. Originator to Beneficiary Information:

8. NRL Line of Accounting:

97X4930 NH4A 000 77777 0 000173 3F 000000

Requested by _____ Date _____
Division Head or AO

Approved by _____ Date _____
Head, Accounting Systems and Reports Section (Code 3353)

INSTRUCTIONS FOR COMPLETING WIRE TRANSFER REQUEST

Complete and submit all required approvals (Ref: NRLNOTE 7000 of 19 November 1997 and NRLINST 4650.18E) to initiate a receipt of funds.

Complete the required information for a Funds Transfer to the U.S. Treasury as described below. Some of this information must be obtained from the customer and/or his/her issuing financial institution.

1. Type/Subtype Code – A 4-digit code that identifies the type of transaction to the sending institution (e.g., 10 00). This may not be applicable to all issuing financial institutions. This information shall be obtained from the customer and/or his/her issuing financial institution.

2. Dollar Amount of Transfer – Amount should include a dollar sign, commas, and a decimal point (e.g., \$9,999,999.99).

3. Sender Financial Institution – A 9-digit routing number and a short bank name used to identify the sending financial institution (e.g., 999999999 BANK XYZ).

4. Sender Reference – This is the customer's or issuing financial institution's reference information (e.g., 97040300066030303). This shall be obtained by the customer and/or issuing financial institution.

5. Receiver Financial Institution – A 9-digit routing number and a short bank name that identifies the Federal Reserve Bank of New York as the financial institution. The receiver financial institution for all NRL wire transfers is 021030004 TREAS NYC.

6. Beneficiary – An 8-digit agency location code that identifies DFAS-Cleveland as the receiving agency. The beneficiary for all NRL wire transfers is 00008522 DFAS Cleveland.

7. Originator to Beneficiary Information – Miscellaneous information conveyed from the customer to the NRL Division, such as the customer's funding document number or an NRL travel order number.

8. NRL Line of Accounting – Line of Accounting that is used by DFAS-Cleveland to send the funds to NRL. NRL Code 3353 shall complete.

Forward the completed form to Code 3353 for review and processing along with all required approvals. Code 3353 shall notify the requesting Division when the funds transfer process can be initiated by returning a copy of the form. The requesting Division shall then notify the customer to proceed with the transfer. Code 3353 shall notify the requesting Division when the funds have been received successfully.