



Procedures: Preparing the Notice of Expected Electronic Transmission Form (Single or Multiple)

Overview: The Notice of Expected Electronic Transmission form is used to notify Student Business Services that an outside entity will be sending an EFT or Wire to one of our accounts. By notifying our office, you are speeding up the time that it takes us to research and identify your payment.

I. Locating the Form

- a. The form can be found on the Student Business Services departmental website at www.controller.vpfa.fsu.edu/controller-forms, in the Student Business Services section.
- b. The form may be requested from Student Business Services by contacting Curt Caito at (850)644-9475.

II. Completing the Form

- a. Route the notice to the address listed at the top of the form to the attention of the accounting staff of Student Business Services; or fax the form to the fax number listed.
- b. Fill in your Department Name.
- c. Complete contact information (contact person and phone number) in case a member from the accounting staff has any questions regarding the notice.
- d. Fill in the name of the agency that is sending/transmitting the funds.
- e. Fill in the date that the funds are expected to arrive at our bank.
- f. Complete the budget information to where you want the funds posted (department ID, fund code, account, project (if any) and chartfields 1/2/3 (if any)).
- g. Fill in the voucher or invoice number of the Wire/EFT.
- h. Fill in the date that this fund transfer was requested.
- i. Fill in the expected total amount of the funds being transmitted.
- j. Include any other comments concerning this fund transfer that may be pertinent for the accounting section to be able to identify and post these funds to the proper budget.

***Note:** ET-3031 includes a single-entry form and a multiple-entry form. Please use the single-entry form if you expect one Wire/EFT with the total amount going into one budget. Please use the multiple-entry form if you are expecting more than one Wire/EFT each going into one budget or have one that will be split into more than one budget. If splitting the amount into more than one budget fill in the amount to each budget in the "expected amount" section and include the total amount of the expected Wire/EFT in the "other comments" section.

III. Submitting the Form

- a. The form may be mailed to: Student Business Services Florida State University University Center A, Room A1500 Tallahassee, FL 32306-2394
- b. The form may be dropped off with the cashiers in Student Business Services.



Notice of Expected Electronic Transmission (Single Entry)

Department Name:

Departmental Contact Person:

Contact Phone Number:

Name of Agency Sending ACH /EFT / Wire:

Expected Arrival Date:

Department / Fund Code: / Account: Project:

Chartfield 1: Chartfield 2: Chartfield 3:

Voucher/Invoice Number: Date Requested: Expected Amount:

Other Comments: