

**UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
BURSAR'S OFFICE
ELECTRONIC FUNDS TRANSFER RECEIPTS (EFTS)**

Electronic fund transfers are received by the OUHSC from vendors paying for a variety of things. Primarily these are received from Medicare/Medicaid vendors as well as insurance companies; however, it is not limited to patient type receipts. An EFT may be received for payment of student invoices from third party agencies that are paying tuition and fees. Additionally, agencies paying grants/contracts may pay the university via an EFT.

Per ACH regulations, an EFT form **MUST** be completed for the party requesting to send a payment via EFT. Usually the agency requesting to make payment via EFT has their own form which must be completed by the Bursar's Office. Usual information requested includes:

Bank Name and Address
ABA Routing Number
Bank Account Number
EFT Contact
SWIFT Number (for International EFT)

Departments **MUST** send the form to the Bursar's Office for completion of banking data on EFT requests. The form will be returned to the department for further processing and delivery to the vendor. If not already requested on the form, the Bursar will ask the department for a contact person. This will be provided to the vendor so it will be added to the addenda record of the EFT. This information should be requested by the originator (vendor). This assists in the identification of EFT payments received in the Bursar's Office. EFT payments received without this information are **EXTREMELY** difficult to identify to a specific department, college, or area.

The Bursar's Office will retain a copy of the completed EFT form for our records.

Banking information **WILL NOT** be provided directly to a vendor via email or phone. All correspondence must be directed through a university department, college, or area.

For additional information, you may contact the Bursar's Office at (405) 271-2433.

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