

FEDWIRE TEMPLATE INSTRUCTIONS

UNITED STATES DEPARTMENT OF 1

FEDWIRE INSTRUCTIONS

Please provide the following instructions to your Financial Institution for the remittance of Fedwire payments to the 2.

	Fedwire Field Tag	Fedwire Field Name	Required Information
3	{1510}	Type/Subtype	1000
4	{2000}	Amount	<i>(enter payment amount)</i>
5	{3400}	Receiver ABA routing number *	021030004
6	{3400}	Receiver ABA short name	TREAS NYC
7	{3600}	Business Function Code	CTR <i>(or CTP)</i>
8	{4200}	Beneficiary Identifier (account number)	(enter 8 digit ALC or 12 digit gateway account #)
9	{4200}	Beneficiary Name	(enter agency name associated with the Beneficiary Identifier)
10	{5000}	Originator	<i>(enter the name of the originator of the payment)</i>
11	{6000}	Originator to Beneficiary Information – Line 1	<i>(enter either PRIA or FIFRA plus company no.)</i>
11	{6000}	Originator to Beneficiary Information – Line 2	<i>(enter information to identify the purpose of the payment)</i>
11	{6000}	Originator to Beneficiary Information – Line 3	<i>(enter information to identify the purpose of the payment)</i>
11	{6000}	Originator to Beneficiary Information – Line 4	<i>(enter information to identify the purpose of the payment)</i>

*The financial institution address for Treasury’s routing number is 33 Liberty Street, New York, NY 10045

Agency contacts: **12**

1. At the header of the form enter the agency name to which the template will be used.
2. Enter the agency name again in the sentence beginning with “Please provide the following instructions.....”.
3. For Fedwire Field Tag {1510} Type/Subtype the value should always be “1000”. (Type/Subtype 1000 defines the Fedwire as a third party funds transfer)
4. For Fedwire Field Tag {2000} Amount the dollar amount due the federal agency is placed here.
5. For Fedwire Field Tag {3400} Receiver ABA routing number the value should always be 021030004.
6. For Fedwire Field Tag {3400} Receiver ABA short name the value should be TREAS NYC.
7. For Fedwire Field Tag {3600} Business Function Code the value should be CTR (Customer Transfer) or CTP (Customer Transfer Plus). This field defines the Fedwire format type to be used by the sending bank.
8. For Fedwire Field Tag {4200} Beneficiary Identifier (account number) this field should be either the agency’s 8 digit Agency Location Code (ALC) or a 12 digit Credit Gateway account number (if assigned). **IMPORTANT:** This field must be 8 or 12 digits with no letters, special characters, or spaces. Failure to adhere to these parameters will result in the return of the Fedwire to the sending bank. Agency’s that use 4 digit ALCs (e.g. 3801) should left fill the ALC to reflect 8 digits (e.g. 00003801).
9. For Fedwire Field Tag {4200} Beneficiary Name this field should include the agency’s name that is associated with their ALC number or Credit Gateway account number.
10. For Fedwire Field Tag {5000} the sending bank should include the name of the Originator (i.e. the remitter) sending the funds to the federal agency
11. For Fedwire Field Tag {6000} Originator to Beneficiary Information – Lines 1 through 4 the agency should request all data they need to further identify and reconcile the Fedwire. Four optional Lines of 35 characters each are available on the Fedwire. Examples of data requested from remitters may include invoice numbers, loan numbers, project numbers, case numbers, or any other identifier the agency may need. Agencies may request multiple pieces of information from the customers designating each in one of the four Lines.
12. Agencies should include a contact in their organization on the Fedwire template. This will aid customers if they have questions about the information the agency is requesting from them.