Background
The Ohio State University receives thousands of incoming electronic payments each year including wires and ACHs. To identify payments and notify departments in a timely manner, it is imperative departments complete the following process.

Setting up Electronic Payments
Departments that would like to set up incoming electronic payments must complete two forms.

1. **Notification of Incoming Electronic Payment Form**
2. **OSU Banking Information Form** – complete the additional information section in the form and provide it to your vendor. Request the vendor’s bank include, “Additional Information” in the electronic payment instructions in order for the Bank Reconciliation group to identify the payment for your department.

The information will allow for the Bank Reconciliation group to identify the incoming payment in a timely and efficient manner. Departments will be able to prepare a journal entry and claim the funds. Once the Notification of Incoming Electronic Payment Form has been completed and emailed to the Bank Reconciliation department (Jeannette Bilas, 2-4822, bilas.1@osu.edu or Rami Aziz, 2-8353, aziz.27@osu.edu), OSU’s Banking Information Form which includes the routing and account number will be provided.