

**Electronic Funds Transfer Requisition**  
Repetitive ACH/Wire Transfer

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**LOYOLA  
UNIVERSITY  
CHICAGO**

*Preparing people to lead extraordinary lives*

Department \_\_\_\_\_

***Please Note: to initiate a repetitive wire transfer an EFT Authorization form EFT01 should have been completed prior to first initiation.***

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Remarks-Intended Use of Wire \_\_\_\_\_

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Dollar Value \_\_\_\_\_

Receiving Bank Name \_\_\_\_\_

Beneficiary Account Name \_\_\_\_\_

Beneficiary Account Number \_\_\_\_\_

Additional Information  
(If Applicable) \_\_\_\_\_

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Charge Budget or General Ledger Account No. \_\_\_\_\_

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Desired Transaction Date\* \_\_\_\_\_

\*The desired transaction date is the date the funds will be initiated. Please note: An ACH will take one day to arrive in Beneficiary Account.

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Requested by: \_\_\_\_\_ Date \_\_\_\_\_

Budget Administrator (print): \_\_\_\_\_ Date \_\_\_\_\_

Budget Administrator (sign): \_\_\_\_\_ Date \_\_\_\_\_

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Initiation (For Use by LUC Treasurer's Office Only)

Initiated By: \_\_\_\_\_ Date: \_\_\_\_\_