

The University's check request portal, ePayment, will be unavailable on March 2nd from 6:00pm to 8:00pm due to a system upgrade. A new feature available on the Check Request WebForm will enable requestors to specify preferred allocation the \$25 bank fee for International Wire Transfers. As shown below, new instructions are available in the *Handling Instructions* dropdown field:

Special Handling

Standard practice is to send payment directly to the vendor (Including remittance advice). Special handling requests are more expensive to process and should be avoided. If special handling is required, please use the drop box and select the appropriate method.

Handling Instructions *

- None: No special handling required for this payment
- Pick up at Bursar: Payment will be delivered to Bursar for pick-up. Please use sparingly as this will increase University cost
- Separate Payment: This payment will not be combined with any other payments to this vendor
- Separate Payment Picked up at Bursar: Please use sparingly as this will increase University cost
- Wire Transfer (Domestic & International) — BENEFICIARY PAYS BANK FEES
- International Wire Transfer — DEPARTMENT PAYS BANK FEES
- Emergency Payment: This payment is required within 48 hours. A \$250 fee will apply

Selecting “*International Wire Transfer – DEPARTMENT PAYS BANK FEES*” explicitly instructs PPS to deduct the \$25 bank fee in addition to the payment amount. Subsequent to making this selection, a new field appears to select an appropriate account for the fee. If this selection is made for a wire request in the amount of \$500, the total charge would be \$525 (\$500 paid to the vendor and \$25 pays the bank fee). Selecting this option will require an account be entered in the “Department Account (No Dash)” field:

Special Handling

Standard practice is to send payment directly to the vendor (Including remittance advice). Special handling requests are more expensive to process and should be avoided. If special handling is required, please use the drop box and select the appropriate method.

Handling Instructions *

International Wire Transfer — DEPARTMENT PAYS BANK FEES

Reason for Special Handling Wire Transfer Due Date *

Department Account (No Dash)*

In the event, fees are to be deducted from the total amount of the request, a requestor can select “Wire Transfer (Domestic & International) – BENEFICIARY PAYS BANK FEES”. Choosing this instruction will deduct the fee from the total amount.

Travel Expense Payment Details

Payment Detail Line Required Fields *

Account # * (No Dash)	Expense Type *	Sub Account *	Date *	Provider	Amount * (USD)
<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorized Signer *

Check Total					
123456	7400	Travel Meals	03/01/2016	\$500.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Expense Total					\$500.00

For example, a wire request in the amount of \$500 would have a total charge of \$500. \$475 is wired to the vendor and \$25 is recovered to pay the bank fee. Both amounts will be charged to the same account.

The \$25 wire transfer fee only applies to International Wires. Domestic wires, within the United States, do not have any additional costs.

If you would like further guidance or have questions, please contact the PPS Helpdesk at 773/702-3320 or pps@uchicago.edu.