

## Payment to IRS for 30% Withholdings must use the Wire Transfer Process

### Wire Transfer Procedures for LEAs

County Treasury requires Wire Transfer for payments that are \$1mil or greater. The minimum amount for Wire Transfers is \$1mil unless there is a justifiable critical business need that will be vetted by the Assistant Treasurer-Tax Collector. Each wire transfer incurs a \$6.00 fee from the bank. The vendor also incurs a fee from their bank.

#### Step 1:

- a. Use the County of Sonoma Vendor Listing to verify the vendor is established.
  - i. Email [jsarsfield@scoe.org](mailto:jsarsfield@scoe.org), [tpham@scoe.org](mailto:tpham@scoe.org) and/or [carend@scoe.org](mailto:carend@scoe.org) to request a current copy of the Vendor Listing.
- b. When the vendor has not been established, complete the County of Sonoma Supplier Request form and email the completed form to the county email address listed on the form.  
**[https://www.scoe.org/files/Supplier\\_Request\\_Form-current.pdf](https://www.scoe.org/files/Supplier_Request_Form-current.pdf)**
- c. Once you've determined the vendor has been established, you may continue onto Step 2.

#### Step 2:

- d. Complete the Wire Transfer Request Form accessed through Escape's SCOE Resources. **Please use a street address for the Beneficiary Address rather than a PO box address.**
- e. For International Wires, check the foreign currency exchange rate on the morning the wire is to be sent.
  - i. If the international vendor has billed the district in US dollars, please indicate on the request form so we know no conversion is necessary.
- f. **Allow 7 working days advance notice for transfer requests over \$1 mil.**
- g. Allow 3 working days advance notice for transfer requests over \$250,000 or greater
- h. Use the Index Master to locate the Department Id for your district.
  - i. Email [jsarsfield@scoe.org](mailto:jsarsfield@scoe.org), [tpham@scoe.org](mailto:tpham@scoe.org) and/or [carend@scoe.org](mailto:carend@scoe.org) to request a current copy of the Index Master.

#### Step 3:

- i. Email the completed Wire Transfer Request Form to SCOE's External Fiscal Services ([carend@scoe.org](mailto:carend@scoe.org), [jsarsfield@scoe.org](mailto:jsarsfield@scoe.org) and [tpham@scoe.org](mailto:tpham@scoe.org)) along with the Fiscal91 and back up from the vendor including the bank information.

#### Step 4:

- j. Once the wire has been processed, SCOE External Staff receives a Wire Confirmation Notification from County Treasury.
  - i. SCOE will create a journal charging the district for the wire, using the expense budget code the district provided on the Wire Transfer Request Form, and will attach the Wire Confirmation Notification to the journal.
  - ii. Use the link below for the Wire Request Form or can be found in Escape in SCOE Resources in Forms  
**[https://www.scoe.org/files/Wirerequest\[2\]\\_Revised\\_09\\_2020-fillable.pdf](https://www.scoe.org/files/Wirerequest[2]_Revised_09_2020-fillable.pdf)**