



# UNITED STATES DEPARTMENT OF EDUCATION

## OFFICE OF FINANCIAL MANAGEMENT

March 29, 2022

Dear Recipient:

We have enclosed a FEDWIRE Form, as requested. To facilitate the processing of your FEDWIRE Request, the Department requires a completed form, a cover letter written on the requesting payee's stationery letterhead requesting that we process the information as presented, and the award document (if necessary).

The completed Form should include the following information:

- Award Number
- Recipient name
- Requested Bank Change Date
- UEI number
- Certified bank information and signature of bank official

If you use a Servicer to draw funds on your behalf, you must inform the Department on your letterhead that a Servicer will be requesting your funds.

The cover letter (on official letterhead) should contain the following information:

- UEI number
- E-mail address (if available) for the person to receive automated notification change
- Original signature and phone number of the person requesting the bank information

The award document is needed if this is the first time banking is being set-up in G5. One of the following award documents is needed:

- Grant Award Notification
- Program Participation Agreement
- Impact Aid Voucher

Mail both the cover letter and FEDWIRE Form to:

U.S. Department of Education  
Office of Financial Management  
400 Maryland Avenue, S.W.  
Room 5B107  
Washington, D.C. 20202

If you have any questions regarding these instructions, please contact Sylvester Osineme at (202) 453-6657.

Sincerely,

Gary H. Wood  
Deputy Assistant Secretary  
Office of Financial Management

400 MARYLAND AVENUE S.W., WASHINGTON, DC 20202  
[www.ed.gov](http://www.ed.gov)

Director, Financial Payment Group  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202

Ref PR/Award No: \_\_\_\_\_

Dear Sir:

Please transfer FEDWIRE payments to (organization name) \_\_\_\_\_ to the  
following financial institution and depositor account beginning on this date: Month \_\_\_\_\_,  
Day \_\_\_\_\_, Year \_\_\_\_\_.

Information regarding the financial institution to which payments for UEI \_\_\_\_\_ are to  
be transferred is provided below.

Financial Institution

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

ABA Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Corresponding Bank (if applicable):

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

ABA Number: \_\_\_\_\_

Telegraphic Abbrev: \_\_\_\_\_

Please update my account with the information as indicated above. If you have any questions, I may be  
reached at (\_\_\_\_\_)\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(Chief Financial Officer)