



Departments expecting a payment by wire transfer should send a notification to the Institutional Accounting office at Institutional.Accounting@dartmouth.edu with the following information:

- Name of Sender – Individual person or company name or sending bank
- Expected Amount – If the exact amount is not known, an approximation is ok
- Expected Date – If this is known
- A copy of the Invoice
- Chart string – **including all 6 segments** – for funds to be posted to

The more information provided to Institutional Accounting, the better.

Whenever wire instructions are given, the sending party should be reminded to include detailed reference information such as the receiving department name, a staff member’s name, student name and ID number, or alumni name (for donations).

Additional Notes:

Using an invoice number as reference is not sufficient enough for Institutional Accounting to determine which department the wire is for since each area uses a unique invoice numbering method. Also, using just the name of a project is not specific enough to determine which department a wire is for.

*****ACH/EFT transactions are processed differently and normally require an authorization form be completed. Departments should not complete these forms, they should be forwarded to Institutional Accounting to obtain proper authorized signature for the Dartmouth College bank account.***

Below are the instructions all departments should be giving out when their customers want to send a wire.

Bank of America Wiring Information

Bank Name: Bank of America
 Bank Address: 63 South Main Street
 Hanover, NH 03755

Name on Account: Dartmouth College
 Beneficiary on Account: Trustees of Dartmouth College
 Account Number: 0000002-68887

**WIRE Routing Number: 0260-0959-3*
 or Swift Code: (if foreign) BOFAUS3N***

***Only one of these numbers is needed, *NOT BOTH*, depending on the type of transfer.**

Please use detailed reference information including department name, purpose of payment, or staff, alumni or student name and ID number when wiring so that Dartmouth can identify the wire.