

## **INSTRUCTIONS FOR MONEY TRANSFER REQUESTS**

### **Wire Transfer to:**

Bank # **026009593**  
Bank of America, N.A.  
One Constitution Plaza  
Hartford, Connecticut 06115-1600  
U.S.A.

### **For Deposit:**

Account # **1208357**  
University of Hartford  
Office of the Bursar  
200 Bloomfield Avenue  
West Hartford, Connecticut 06117  
U.S.A.  
Attn: Judith LeDoux, Associate Bursar

### **Reference:**

#### **Student's name and student I.D. number**

Please be sure to **clearly indicate the student University I.D. number** to ensure prompt credit to the correct tuition account. Whenever funds are transferred, the person sending the funds should review the receipt **very carefully** to be certain that all the numbers are absolutely correct and all the spelling is correct – of the Bank, the University, the addresses and the owner of the account. An error of just one of these numbers could delay processing or divert the transfer of funds to the wrong accounts.

The sender should always confirm the sending bank's wire-transfer number and the "value date" of the money transfer. Ask that a copy of the receipt be mailed to you, the student. Although you could, in the event of an error, request the receiving bank to begin an inquiry based on this receipt, the sending bank must be involved in locating the funds.

Please note that it may take several days for your wire payment to be posted to your student account.