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**\* Sample Letter \***  
(On Payee's Official Letterhead)

Date: (First time and/or onetime wires: the date cannot be greater than one month and 5 business days than the wire transfer release date.)

Ms. Lynda Cantu  
Manager, Cash & Securities Management  
Comptroller of Public Accounts - Treasury Operations  
P.O. Box 12608  
Austin, Texas 78711

RE: State of Texas Warrants issued by **(State agency)** to **(Payee)** for **(Type of payment)**.

Dear Ms. Cantu:

To ensure our timely receipt of Treasury funds, in lieu of a warrant, for payment of **(Type of payment)** and to save significant handling costs associated with the clearing of the warrant in Austin, we hereby authorize the following:

- 1) Issuance of a warrant to **(Payee)** in care of the State Comptroller.
- 2) Wiring of funds represented by such warrant (s) by the State Comptroller in accordance with the instructions set forth below.

This letter authorizes the State Comptroller to process state warrants made payable to **(Payee)** representing payment for **(Type of payment)**. This specific authorization is valid until cancelled in writing by an authorized representative of **(Payee)**. Until further notice, the following wire transfer instructions will be in effect.

**Wire funds to (Required information for both Domestic and Foreign Wires):**

**Financial Institution Name:**

**Account Name:**

**Account Number:**

**Beneficiary Physical Address:**

**City, State:**

**Reference:**

**Attention:**

Authorized  
State Agency Employee's  
Signature & Current Date

**Domestic Wires Only:**

**ABA Routing Transit Number:**

**Foreign Wires Only:**

**SWIFT CODE:**

**IBAN/Clabe:**

**Beneficiary Physical Address:**

**(Payee)** acknowledges full responsibility for the accuracy of the information contained in this letter.

Thank you for your assistance.

Sincerely,  
(Authorized signature required)  
**Print Name, Title**

## How to complete a Wire Transfer Letter

- ❖ The Wire Transfer Letter template on the previous page should be copied **word for word**.
- ❖ The document must be signed by the Borrower's authorized signatory and placed onto the Borrower's letterhead.
- ❖ The document should be dated no greater than one month and five business days prior to the wire transfer release date/closing date.
- ❖ The highlighted phrases shown on the template must match **exactly** throughout the document.
  - **State Agency** = Texas Water Development Board
  - **Payee** = Borrower's name, must match the legal name shown on the TWDB Vendor Set-Up or Direct Deposit Form exactly (ex. City of Example, Texas)
  - **Type of Payment** = Unique phrase identifying the project and specific wire transfer
    - Recommended phrasing includes the commitment number, funding amount, and type of funding (ex. G1001234 \$2,000,000 Grant)
- ❖ In the "Wire funds to" section, all financial information must match the financial information shown on the Closing Instruction Memorandum exactly.
  - **Financial Institution Name:** *(Bank where escrow account is located)*
  - **Account Name:** *(Must not exceed 35-character limit)*
    - *Note:* For FIF – must be unique to the project (i.e., not "Operating Fund")
    - Ex. "Example, TX G1001234 Escrow Account"
  - **Beneficiary Physical Address:** *(Borrower's physical address - not Bank's address, no PO boxes, must match address shown on TWDB Vendor Set-Up or Direct Deposit Form)*
  - **City, State:** *(must include city, state, AND zip code)*
  - **Reference:** *(Same as "account name" line or another unique phrase used to uniquely identify the project)*
  - **Attention:** *(Escrow Agent's name, phone number, AND email)*
- ❖ **Note:** The TWDB Loan Closing Team receives the Wire Transfer Letter as part of the final closing folder and places their signature in or below the required signature box. **The Borrower is responsible for physically mailing the original Wire Transfer Letter (not signed by TWDB's Loan Closing Team) to the Comptroller at the address listed below within 10 business days of the closing date.** It is recommended that the Borrower wait to mail the document until they have received notification from TWDB of the wire transfer release on the actual closing date in case of any needed corrections or delays in closing.

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Comptroller of Public Accounts - Treasury Operations  
P.O. Box 12608  
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- ❖ Please contact your TWDB FA if any further help is needed.