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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. **(Verify that the warrant is issued to the Payee in c/o 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**

**Wire Transfer Instructions:**

**Request for a FIRST-TIME or ONE-TIME wire transfer:** (For Repetitive Wires skip to Item 4)

1. Have the **payee** complete the sample letter word for word on payee's official letterhead  
(The warrant payee name should match the official letterhead title)
2. The requesting state agency must **verify** the payee's wire instructions:
  - For a first-time wire, a one-time wire or to set-up a repetitive wire, a currently employed manager of the department **must** sign and date the completed sample letter.
  - **For Domestic Wires Only:** verify that the provided transit and routing number is accurate  
(This number may be different than the routing number for ACH payments)
  - **For Foreign Wires Only:** verify that the following **required** information is included for all foreign wires and that the information is accurate.
    - SWIFT CODE
    - IBAN/ Clabe Number
    - Beneficiary Physical Address
3. The original completed sample letter must be mailed (within 10 days of the release date) to:  
Ms. Lynda Cantu  
Manager, Cash & Securities Management  
Comptroller of Public Accounts - Treasury Operations  
P.O. Box 12608  
Austin, Texas 78711
4. The requesting state agency must send an wire request email to the Cash and Securities Manager, Lynda Cantu-[lynda.cantu@cpa.texas.gov](mailto:lynda.cantu@cpa.texas.gov) and cc: Funds Transfer-[Funds.Transfer@cpa.texas.gov](mailto:Funds.Transfer@cpa.texas.gov)  
Please use the **"Wire Request Email Template"** (see Page 3) for all current and future request.
  - Please send email request at least 24hrs in advance, but no more than 72hrs in advance.
  - The scanned copy of the completed and signed wiring instruction letter must be attached
    - A wiring instruction letter(s) must be attached to each and every wire transfer request email

**Fill-in the following required information on the template:**

- the agency name, number of warrants, and the release date of the wire.
- the name and title of the manager who verified and signed the completed sample letter
- the reason for the request (if applicable)
- In the **Template Box** fill-in: the "Frequency of the Request (i.e. one-time or repetitive)", the "Release Date" of transfer, the "Amount" and the "Recipient or Reference"

**Prior to effective date of wire transfer:**

- Notify Statewide Fiscal Services Division (512-936-8138) to pull the warrant and have it delivered to Funds Transfer in Rusk Building- Room #636
- **Please verify that the warrant is issued to the Payee in care of the State Comptroller**

**On effective date of wire transfer:**

- Funds Transfer must have the warrant in order to release the wire transfer.
- Once wire confirmation is received, the requesting agency should verify the Payee received the funds.

**If you have any questions please contact Funds Transfer Group by email [Funds.Transfer@cpa.texas.gov](mailto:Funds.Transfer@cpa.texas.gov) or by phone at 512/463-5905**

**\*\*It is the agency's responsibility to re-verify all repetitive wire instruction letters yearly\*\***

**Wire Request Email Template**

Good Morning/Afternoon Ms. Cantu,

(Agency Name) will have (number) warrant(s) delivered to Treasury for an outgoing wire transfer(s) with a release date of (date).

(Name and Title) has signed, dated, and verified the attached wire instruction letter(s).

**\*\*Erase if not applicable\*\*** *If this is a first-time or one-time wire, please state the reason for the request, if this is a repetitive wire no explanation is needed.*

**Outgoing Wire Transfer Details:**

Frequency of the Request (one-time or repetitive)	Release Date	Amount of Wire	Recipient or Reference

Thanks,