

Route this form to:
 Regents of the University of Minnesota
 NW 5960
 PO Box 1450
 Minneapolis, MN 55485-5960

U Wide Form:
 UM 1684

Rev: 02/25/20

Accounts Receivable (AR) Payment Transmittal Advice

This form is to be used for depositing checks that are to be applied to a Non-Sponsored Accounts Receivable item that has been recorded in the financial system or when depositing checks that contain payment for an AR item and payment for a non-AR item (i.e. split checks). If payment from customer is paying for both AR and non-AR items, indicate chart string information for the non-AR portion in the lower section of this form. Attach additional pages if you need to indicate more than three invoices or distribution lines

This form may also be used when a department receives a check that cannot be identified or is not meant for their area. Mail this form, the check and any supporting documentation via US mail to the bank lockbox address indicated above. A template for lockbox address labels can be found at: <http://www.controller.umn.edu/accounts-receivable-billing/index.html>.

TRANSMITTAL SUMMARY:

| |
|-----------------|
| Preparer Name: |
| Department: |
| Phone Number: |
| E-Mail Address: |

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|----------------------------|
| Date Check(s) Received: |
| Date Transmittal Prepared: |
| |
| Grand Total: |

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| <p>INSTRUCTIONS TO WELLS FARGO LOCKBOX PROCESSING:</p> <p>Scan this form with the check(s) and any supporting documentation received.</p> |
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| AR Total: |
|-----------|

AR PAYMENT INFORMATION:

| Check Number | Line Amount | Customer Name | Customer Number | Invoice Number |
|--------------|-------------|---------------|-----------------|----------------|
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| | | | | |
| | | | | |

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|---------------|
| Non-AR Total: |
|---------------|

NON-AR PAYMENT INFORMATION:

| Line Amount | Fund Code | DeptID | Program Code | Account | FinEmpID | ChartField 1 | ChartField 2 | Description |
|-------------|-----------|--------|--------------|---------|----------|--------------|--------------|-------------|
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