



BANKING & ACCOUNTING OPERATIONS QUARTERLY NEWSLETTER #27 WINTER QUARTER 2021, FEBRUARY 19, 2021

UPCOMING CHANGES WITH DEPOSITS AT UW IN 2021 PART 2

As our University of Washington community has adapted and evolved to handle the current pandemic, Banking and Accounting Operations recognize that routine tasks such as making deposits have become more difficult for departments. To ease the practical and financial challenges posed by making deposits, Banking and Accounting Operations is revamping how deposits are made for UW operations.

In the previous newsletter, BAO announced major changes to how deposits will be processed at UW in 2021. If you missed the newsletter that was sent in December, please visit BAO's website, please [click here](#).

In this newsletter, BAO would like to provide campus departments new detailed instructions regarding deposits dropped off at Schmitz Hall, UWMC Cashier's Office, and a new location to drop deposits to. In addition, based on the surveys submitted by campus departments regarding cash deposits and mobile deposits, we want to share updates on how cash deposits will be handled and the mobile deposit pilot program.

Deposits Drop off Locations on Seattle Campus

Effective March 1, 2021, deposits will be accepted at the following two locations at the Seattle Campus: UWMC Cashiers Office and Roosevelt Commons West (RCW) 3rd Floor with some restrictions:

- Deposit containing **ONLY CHECKS** will be acceptable at these two locations
- Any deposits containing cash will be returned to the department
- UWMC Cashier's Office is available to accept deposits through to cashier's window or drop box
- RCW 3rd Floor is only available Monday, Wednesday, and Friday between 10AM to 2PM due to COVID19 restrictions
- Deposits dropped off at these two locations must follow UW's instructions on creating a deposit
 - o <https://finance.uw.edu/bao/cash-receivables/deposits/create-deposit>

Deposits dropped off at these two locations will now be processed through REMOTE DEPOSIT SCANNER by UW Finance. This means that deposits will no longer be picked up by armored courier service to be delivered to Bank of America's cash vault for processing. Rather, the deposits will be transported by UW Mailing Services to UW Finance and processed through a remote deposit scanner on the same day. Due to this change, UWMC Cashier's Office and RCW 3rd Floor can **NOT** accept cash as a form for deposit. Remote deposit scanner only has the ability scan checks directly to Bank of America and does not have the ability to handle cash.

In addition, due to current restrictions in place with COVID19, deposits will be picked up and processed from UWMC Cashier's Office and RCW 3rd Floor only on Wednesdays temporarily. When restrictions are lifted, we plan to increase the deliveries and process deposits in a more frequent manner.

Schmitz Hall deposit drop box, located on the first-floor room 129 will remain closed until June 30, 2021. Once the building re-opens, deposits dropped off at Schmitz Hall will follow the new method in place by UWMC Cashier's Office and be processed by UW Finance.

If your department is not located on Seattle Campus, and you process deposits through the remote campus cashier's office, such as Bothell, Tacoma, SLU, HMC, Pack Forest, Friday Harbor, etc., your process has not changed. For additional questions regarding deposits at remote campuses, please contact the central cashier's office of the campus or email bankrec@uw.edu.

Cash Deposits

BAO would like to thank all of you that participated in the "Cash Deposit Survey" provided in the previous newsletter. If your department participated in the survey, BAO should have sent you an invite to a Zoom meeting to discuss new methods for handling cash deposits. The meeting will be held on **March 3, 2021 at 11 AM**. If you cannot make the meeting, the meeting will be recorded and available to view upon request.

As a preview, BAO will be discussing new methods such as ATM deposits and leveraging the current Bank of America ATMs located in multiple locations at the Seattle Campus. In addition, for departments that have regular cash deposits, we are considering utilizing the US Bank located inside the HUB as well.

If you were not sent the invite, and would like to learn about the new methods, please email bankrec@uw.edu and we will send you the invite.

Mobile Deposits

Thank you to all the departments that participated in the "Mobile Deposit Survey". There was a great turnout for this survey, and we are excited to start the pilot project. BAO selected 10 departments based on the answers from the survey and plan to start the project in March 2021. The plan is to test these 10 departments and based on results of the pilot program, we hope to expand it out to additional departments later this year.

BAO Announcements

WEBCHECK/E-Checks/ACH Debits

If your department current receives payments in a form of web debit such as webchecks, e-checks, or ACH Debit through an online payment portal, effective March 19, 2021, departments will be required to have account validation at the time of payment. This is a new rule set by National Automated Clearing House Association (NACHA) and additional information can be found below:

Supplementing Fraud Detection Standards for WEB Debits

To be compliant with this new rule, BAO has established a policy in accordance with Office of Merchant Services. To review this policy, please [click here](#).

TouchNet, the University's ecommerce platform, will be available for NACHA certified WEB ACH Debit account validation acceptance beginning May 2021. Please subscribe to the PCI Digest at: <https://mailman13.u.washington.edu/mailman/listinfo/pciuw> to keep up to date.

Merchant Services regularly has TouchNet Zoom Power Sessions where you can learn more about the platform. Time and dates can be found at <https://finance.uw.edu/merchant-services/ecommerce/touchnet-training>. If you have any questions, please email pcihelp@uw.edu.

BAO Webpage Updates

BAO has made several updates to BAO's website recently. Below are the updates that you may be interested in

Where is my ACH/WIRE Payment?

- BAO has updated the ACH/WIRE section to offer three methods to research ACH/WIRE payments received at UW. To review the updates, please [click here](#)

Where can I make deposits at UW?

- Based on the recent changes, BAO has updated the Cash/Check Deposit section to list all locations deposits can be made at UW. To review the updates, please [click here](#)

How to create deposits at UW?

- BAO has created new instructions based on the two types of deposits, cash and check. To view the new instructions, please [click here](#).

Revolving Fund Consolidation Project

BAO and Revolving Funds have been working on a project to consolidate revolving fund accounts at University of Washington. These accounts are mostly utilized for research subject payments. In the month of January, two meetings were held to discuss current central alternative payment methods, card payments and Zelle payments. Recordings and the presentation are available for review on the Revolving Funds website, please [click here](#).

There will be a third session regarding central check processing to be held in the upcoming months. If you are interested in attending these meetings, please [click here](#) to sign up for the mailman list.

UW Deposit FAQs

How do I receive electronic deposits such as ACH, WIRE, Webchecks, or Direct Deposit?

To receive fund by ACH or WIRE, please fill out the ACH/WIRE Instructions Request Webform below:

[UW's ACH Instruction Request Form](#)

To obtain the ability to receive funds by webchecks or direct deposit, please consult with Office of Merchant Services by emailing pcihelp@uw.edu. In addition, they can also assist in setting up payment portals to accept payments by credit/debit cards.

Can I receive payments by Venmo or Zelle?

No, UW cannot accept payments by Venmo or Zelle at this time. For additional information about Venmo or Zelle, please read our March 2020 Newsletter:

[March 2020 Newsletter – What are Venmo and Zelle?](#)

Are we still required to make deposits for non-grant related checks as well?

Yes, whether the check is grant related or non-grant related, departments are still required to make deposits for their department when practical (within six months of issue date).

How do I make deposits during this time of work from home?

Details of making a deposit currently can be found in the [April](#) and [May](#) Newsletter. Below are the current methods:

- **Bank by mail:** Mail in your deposit to Bank of America's Bank by Mail
- **Bank of America Banking Center:** Drop your deposit in person at a local Bank of America either with a teller or the night drop located outside the banking center
- **UWMC Cashier's Office:** Drop off your sealed deposits at UWMC Cashier's Office (checks only)
- **Roosevelt Commons West 3rd Floor:** Drop off your sealed deposit on MWF from 10 AM to 2 PM (check only)

How do I order deposit slips and bags?

- While BAO staff are working remotely, deposit supply orders are being fulfilled once a week
- Deposit supplies will continue to be sent by campus mail, however, if departments would like to pick up the supplies at Roosevelt Commons West building, please indicate on the webform
- To order deposit slips and/or bags, please [click here](#)

How do I get other employees added to this mailman list?

- Please share BAO's mailman list FA_BAO subscription to receive updates and newsletters sent out by BAO

- https://mailman12.u.washington.edu/mailman/listinfo/fa_bao

To review previous newsletters, please visit <https://finance.uw.edu/bao/resources/bao-newsletter>

BAO is committed to providing campus departments with high-quality customer services. Please send your feedback or suggestions to bankrec@uw.edu to help us improve our services.

THIS NEWSLETTER WAS SENT TO YOU BY UW BANKING & ACCOUNTING OPERATIONS

For additional information, visit BAO's webpage: <https://finance.uw.edu/bao/>

To subscribe or unsubscribe to this list, please [click here](#).