Payment to IRS for 30% Withholdings must use the Wire Transfer Process

Wire Transfer Procedures for LEAs

County Treasury requires Wire Transfer for payments that are $1,000,000 or greater. The minimum amount for Wire Transfers is $100,000 unless there is a justifiable critical business need that will be vetted by the Assistant Treasurer-Tax Collector. Each wire transfer incurs a $6.00 fee from the bank. The vendor also incurs a fee from their bank.

Step 1:

a. Use the County of Sonoma Vendor Listing to verify the vendor is established.

   i. Email jsarsfield@scoe.org, tpham@scoe.org, jliu@scoe.org and carend@scoe.org to request a current copy of the Vendor Listing.
   ii. Please check the "Status" column when checking the list. If there is an "I" that means inactive and the County needs to be contacted to "activate".

b. When the vendor has not been established, complete the County of Sonoma Supplier Request form and email the completed form to the county email address listed on the form.

https://resources.finalsite.net/images/v1756480173/scoeorg/zfvyc0ux6eu9ate2a9ls/SupplierRequestForm.pdf

Step 2:

c. Once you've determined the vendor has been established, you may continue onto Step 2.

d. Complete the Wire Transfer Request Form accessed through Frontline ERP's SCOE Resources. **Please use a street address for the Beneficiary Address rather than a PO box address.**

e. For International Wires, check the foreign currency exchange rate on the morning the wire is to be sent.
   i. If the international vendor has billed the district in US dollars, please indicate on the request form so we know no conversion is necessary.

f. Timetable Requirements
   - <=$250,000: 2 business days
   - $250,001-$1,000,000: 3 business days
   - $1,000,001- $5,000,000: 1 week
   - >= $5,000,001: 10 calendar days

Step 3:

g. Use the Index Master to locate the Department Id for your district.
   i. Email jsarsfield@scoe.org, tpham@scoe.org, jliu@scoe.org and/or carend@scoe.org to request a current copy of the Index Master.

Step 4:

h. Email the completed Wire Transfer Request Form to SCOE's External Fiscal Services (carend@scoe.org, jsarsfield@scoe.org, jliu@scoe.org and tpham@scoe.org) along with the Fiscal07 and back up from the vendor including the bank information.

i. Once the wire has been processed, SCOE External Staff receives a Wire Confirmation Notification from County Treasury.
   i. SCOE will create a journal charging the district for the wire, using the expense budget code the district provided on the Wire Transfer Request Form, and will attach the Wire Confirmation Notification to the journal.
   ii. Use the following link for the Wire Request Form or can be found in Escape in SCOE Resources in Forms
   https://resources.finalsite.net/images/v1737998452/scoeorg/pec8diq29unmnprxjthr/Wire_request_Revised_01_24_2025-fillable.pdf