

## FZRAPAY Request Form and Instructions

**Overview:** FZRAPAY is a batch payment process that reduces manual direct data entry. A special formatted excel spreadsheet is uploaded into our ERP system to generate payments.

FZRAPAY Requests are for - Stipends, Awards, and Wage Garnishments.

- **AWARD** – A sum of money given to an individual for an achievement.
- **STIPEND** – Is a predetermined amount paid to students, trainees or interns to help cover basic costs while they receive career training.  
**Note:** Individuals will need to consult with their tax advisor to determine if the stipend is taxable income.
- **WAGE GARNISHMENT** – Is when money is legally withheld from the individual's paycheck due to a debt owed and sent to another party.

### Instructions:

1. Departments email a formatted excel spreadsheet to Accounts Payable along with a signed copy of the FZRAPAY form and supporting documents.

A. The request form and email subject line should indicate FZRAPAY **or** ACH FZRAPAY.

- FZRAPAY – Only generates check payments
- ACH FZRAPAY – Only for students who are (initially) setup to receive payments via ACH (direct deposit). For more information, see the [ACH Enrollment Instructions, PRO-WIN-2018-001](#), and [ACH Enrollment Form, PRO-FRM-2018-004](#).

B. Excel Spreadsheet must include:

A	B	C	D	E	F	G	H	I	J	K
Vendor ID	Descriptio	Transactio	Amount	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN

**Only** enter the following information:

- Column A – Vendor ID - Banner #
- Column B – Description – Name of recipient
- Column D - Amount - Total amount \$
- Column E - Index # - XXXXXX
- Column H - Account # XXXXX

2. Accounts Payable uploads data into our ERP system and schedules the payment for the following check run.

*\* For initial Banner Student/Vendor set-up, please contact Purchasing \**

## FZRAPAY Request Form

Complete the entire form and submit all supporting documents. Incomplete forms will be returned!

**Note:** Supporting documents include – Flyers, email correspondence, application / acceptance letter, meeting / conferences, research documents, etc.

### All Fields Are Required:

Type of Payment:	<input style="width: 50px; height: 20px; border: 1px solid orange;" type="checkbox"/>	FZRAPAY	<input style="width: 50px; height: 20px; border: 1px solid orange;" type="checkbox"/>	ACH FZRAPAY
Purpose of Payment:				
Time Frame -				
How often will the payments run –				
Project worked on and details (Please elaborate) -				
Special Delivery Instructions:				
Add all line items - TOTAL AMOUNT -				

### All Fields Are Required:

Requestor Name (print)	Signature	Telephone/E-mail address	Date
Department Name/Room#			
Approver/Administrator (print)	Signature	Telephone/Ext.	Date

**Payment Terms:** Disbursement Payments - ACH & Checks, run every Wednesday morning. FZRAPAY request will be processed within 1 to 2 weeks of submission, to allow time for upload and for any discrepancies.

**Send excel spreadsheet and completed forms to:** Accounts Payable: [yaneris.cruzalcantara@einsteinmed.edu](mailto:yaneris.cruzalcantara@einsteinmed.edu)