

**Forms of payment** : Payment is restricted to the following instruments: U.S. currency (no greater than \$10,000); bank cashier's check; credit union cashier's check issued by a Federal or State chartered Credit Union; U.S. Postal Service or commercial money order; travelers' checks; **official checks**; properly endorsed United States Federal, State, or local government checks; Personal or company checks accompanied by a bank letter of guarantee; MasterCard, Visa, Discover/Novus and American Express processed manually or online through the Department of Treasury's electronic payment service via GSA Auctions bidder's summary page. Certified checks, bank drafts and debit cards with dollar limitations and/or requiring a PIN number, are NOT acceptable. All checks and money orders must be made payable to the General Services Administration.

A personal or company check will be accepted only when accompanied by a bank letter guaranteeing payment. This letter must be on bank letterhead and must state (1) that payment is guaranteed, (2) that the guarantee is valid for 30 days from the date of award, and (3) that the guarantee covers the purchase of U.S. Government personal property only. The letter must be dated, include the bidder's name, the amount the guarantee is for, date of sale and signed by a bank official authorized to guarantee payment. If you wish to make payment by **wire transfer, please fill out the information below and present this form to your banking institution. Please DO NOT attempt to pick up property or make shipping arrangements until you have received your Purchaser's Receipt and Authority to Release Property (GSA Form 27A)**. After your payment is processed, a copy of your receipt will be **emailed to the address provided at registration**.

To wire funds for your recent gsaauctions.gov purchase, you will need to provide the following information to your banking institution, which has been prefilled on the form for your convenience.

- Bank Name: NYC Treasury
- ABA/Routing Number: 021030004
- Beneficiary Account Name: General Services Administration
- Beneficiary Account Address: 2300 Main Street, Kansas City MO. 64108
- Beneficiary Account Number: 47000016
- Bank Address: Federal Reserve Bank of NY  
33 Liberty Street  
New York NY 10045

Please refer to your "Award" e-mail for the dollar amount, Internet Sale/Lot Number and the Sales Contracting Officer's name and e-mail address.

**Be sure to provide the Sale/Lot Number and Sales Contracting Officer's name in the wire description. Section (6000)**

Once you have successfully completed the wire transfer payment, bidder **MUST** e-mail the appropriate Sales Contracting Officer (email address and phone number is provided at the end of the "Award" e-mail) with the following information:

- Sale/Lot number
- Dollar amount
- Date the wire was processed (Please note\*\* GSA Finance is unable to verify payment has been received until the following business day after wire transfer confirmation)

If you or your bank have any questions or concerns with the wire transfer process, please contact **Matthew W. Miller using 816-489-4756 or matthew.w.miller@gsa.gov**

Bear in mind that payment is due within two business days from when the "Award" e-mail was sent. We must receive the full amount due to the General Services Administration (GSA); this means that if there are wire fees charged by the outgoing bank, you must pay those fees to ensure the full amount is wired to GSA. In addition, please contact Matthew W. Miller or the appropriate Sales Contracting Officer for further assistance.

# Format for Wire Transfer Message to Treasury

Type/Subtype Code (1510)	Amount (2000)	Account #
10 00	_____.	47000016
<b>Sender Financial Institution ABA/Routing # (3100)</b>		<b>Sender Reference (3320)</b>
<b>Receiver Financial Institution ABA/Routing # (3400)</b>		<b>Beneficiary Account (4200)</b>
021030004 TREAS NYC		47000016 - General Services Administration

**Originator to Beneficiary Additional Information (6000)**

DDA 540012

Sale No.  Lot No.

SCO (Sales Contracting Officer) Name: \_\_\_\_\_

The Heartland Finance Center's Financial Institution  
mailing address is:

Federal Reserve Bank of NY  
33 Liberty Street  
New York, NY 10045