

Overview:- Case Disbursement is for Money going from DB to Outside DB. It can done through ABA#, Swift, Chips, and Ach can be USD or Non USD.

All steps are same as mentioned above for the Banking account which are followed to approve such case types. In addition below are the additional check points when case is created by "**Bill Payment Team**". Bill Payment Team creates **AMEX/CHASE/USD wires**:

Below are the static data which will not available on the attachment.

	AMEX	CHASE
Bank Name	CHASE MANHATTAN BANK/JP Morgan Bank	CHASE MANHATTAN BANK/JP Morgan Bank
Pay to Name	AMERICAN EXPRESS	Chase Card Services/ Chase Bank USA
Pay to Account	[REDACTED]	[REDACTED]

- **Wire details/Instruction:** Card details and name should be same on the case as per attached invoice and bill payment static data sheet (I:\Journal\N-Z\Bill Payment\Bill Payment Static Data).
- **Instructions via** is always original letter.
- **In case comment field:** Comment of OTP (ok to process) should be mentioned.

Cash Disbursement Check Global plus

Exception: If case is created by Alan J Gabel (Template will be attached to the case which contains account number, amount and effective date.).

1. **Payment Document and Return to field :**
 - a. In case of "3-Security Check (Pay base)" Return to Field can be FedEx/Mail/Return to db office.
 - b. In case of "10 Not applicable" Return to field should be "Do not Mail".
1. **Amount, check payee name and details** given in check /statement text fields on the case should match as per the attachment.

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