Wire Administration Request Portal
User Access Set Up Sheet

ORGANIZATION NAME

☐ Child Org ☐ Parent Org ☐ Stand Alone Org

PREPARER'S NAME AND TITLE

Note 1: *For "Parent" organizations only*. List the "child" organization for which the POETA Approver has authority to approve wire transfer requests. Enter the "child" org's Reference Number located on the second tab labeled "Parent and Child Orgs", column B titled "Ref #".

		Check One		Wire Transfer				Signature Specimen of: **Wire Transfer Requestor Wire Transfer Approver POETA Approver**			
Name	**LoginName (TTC Use Only)**	Add	Remove	Wire Transfer Requester	Wire Transfer Approver	POETA Approver	Ref # of Child Org (next page)	**Position Title**	**E-mail Address**	**Tel No.**
1										
2										
3										
4										
5										

I hereby authorize to grant access to the individuals listed on this form. I understand that the WARP roles and/or responsibilities assigned to the individuals are appropriate for the duties they perform and that adjustments will be made whenever employee status or duties change.

_____
Organization Authorized Official Signature* & Date

_____
Print Name & Title

* Please note that the Organization's Authorized Signer cannot authorize WARP roles for themselves

Please return the signed form to:
County Treasurer-Tax Collector **Attn: WARP Administrator** **1600 Pacific Highway, Room 152** **San Diego, CA 92101-2477**

FOR TTC USE ONLY
Date Received: _____
Reviewed By: _____
Approved By: _____
Date Entered: _____
Comments: _____