



# TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

www.sdttc.com

Dan McAllister  
Treasurer-Tax Collector

Wire Administration Request Portal  
User Access Setup Sheet



ORGANIZATION NAME

PREPARER'S NAME AND TITLE

Child Org    Parent Org    Stand Alone Org

**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 page labeled "Parent and Child Orgs," column B titled "Ref #."

Name	LoginName (TTC Use Only)	Check One		Wire Transfer				Signature Specimen of: Wire Transfer Requestor Wire Transfer Approver POETA Approver	Position Title	E-mail Address	Tel No.
		Add	Remove	Wire Transfer Requester	Wire Transfer Approver	POETA Approver	Ref # of Child Org <i>(next page)</i>				
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 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: \_\_\_\_\_

PARENT ORGANIZATION NAME

Ref #	"Child" Organization Name (Schools)
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