



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR
1830 College Parkway, Suite 100
Carson City, Nevada 89706
(775) 684-7070 / Fax (775) 684-2998**

October 9, 2014

**INSTRUCTIONS FOR WIRE
TRANSFER OR ACH DIRECT
DEPOSIT**

RE: FY2015 Estimated Annual Assessment Payments

IMPORTANT, PLEASE READ:

Per NRS 353 "all payments of money owed to a state agency for taxes, interest, penalties or any other obligations that, amount to \$10,000 or more, must be made by any method of electronic transfer of money allowed by the state agency." The Division of Industrial Relations has set up a bank account in order to handle these transactions. Within this annual assessment mailing please find a copy of the form used to notify the Division of an ACH deposit or a wire transfer. This form is also available at <http://dirweb.state.nv.us/> under "assessment forms and instructions". Please retain the following information for your records:

For Direct Deposit and Wire Transfers:

Account number: 4000101154
ABA (Routing) #: 121000248

Bank name and address for both Direct Deposit and Wire Transfer:

Wells Fargo
5340 Kietzke Ln. #201
Reno, NV 89511
Contact Name: Leti Pena, Client Service Officer (626) 572-1568 leticia.d.pena@wellsfargo.com

Account Title for both Direct Deposit and Wire Transfer:

State of Nevada Division of Industrial Relations

For ACH (direct deposit) transactions you will need to have the ability to initiate the transactions.

For Wire or ACH you will need to contact your bank for the amount of any fees that will be incurred and any questions on initiation of the transfer.

Payments for under \$10,000 may still be submitted by check. Payment may be remitted for the total amount due by the first payment installment due date, or in installment payments as listed on page one of the invoice. **This will be the only notice you receive of the fiscal year 2015 estimated annual assessment so please retain a copy for your records.** All payments made during fiscal year 2015 for the estimated annual assessment will be credited to the final annual assessment, which will occur following the close of the fiscal year and after the actual claims expenditure data is available and collected from insurers.

If you have any questions, please contact Dani Andersen at (775) 684-7077, or email may be sent to Dani Andersen at dandersen@business.nv.gov.