



**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**

May 31st, 2017

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

RE: FY2016 Final 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: Tony Jimenez, Client Service Officer (626) 572-1576 jimeneza@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.

Please include the actual name of your company in the description for your transfer. Do not use a parent company name.

Payments for under \$10,000 may still be submitted by check.

This will be the only notice you receive of the fiscal year 2016 final assessment so please retain a copy for your records.

If you have any questions, please contact Crystal Cruson at (775) 684-7077, or an email may be sent to ATTN: Crystal Cruson at BI-fiscalunit@business.nv.gov.