

## **Instructions**

Complete the Wire Transfer Form by entering data into the following fields or regions:

Preparer: Provide a departmental contact person (preferably the form preparer)

Telephone: Provide a phone number for the above referenced contact person

Department: Provide department requesting wire transfer

Email: Provide email address to send wire confirmation

Currency: Enter the amount and currency to be wired (ex. USD, Euros, Pounds Sterling)

### **For Domestic or Foreign Wires:**

Beneficiary: Enter the full name of the person or vendor you wish to wire money to whether domestic or foreign. (Must match account's name exactly)

Address: Enter the beneficiary's address for the person or vendor

Account number: Enter the beneficiary's bank account number for the person or vendor

### **Bank Info (Domestic Wires):**

Beneficiary Bank: Enter the beneficiary bank's name

Address: Enter the beneficiary bank's address

Bank ABA/Routing number: Enter the beneficiary bank ABA/Routing Number for the account number

### **Bank Info (Foreign Wires):**

Beneficiary Bank: Enter the beneficiary bank's name

Address: Enter the beneficiary bank's address

Bank ABA/Routing number: Enter the beneficiary's bank ABA/Routing Number

Swift Code: Enter the beneficiary's swift code of the bank

IBAN: Enter the IBAN Number for the person or vendor. NOTE: An IBAN number is provided by the foreign banks. The IBAN number is a number made up of the beneficiary's account number, the routing number and a bank identifier. Wire transfers in foreign currency, cannot be done without an IBAN number.

Branch Code, Sort Code, Clabe Code: Enter this information depending on which foreign country the wire is to be sent to.

**Intermediary Bank Info (Foreign Wires):**

Intermediary Bank: Enter the intermediary bank's name. NOTE: The Intermediary Bank is the bank where the Beneficiary's bank holds an account for the foreign bank. Normally this is a domestic bank.

Address: Enter the intermediary bank's address

ABA/Routing Number/Swift Code: Enter the intermediary bank's ABA/Routing Number/Swift Code