

Wire Transfer Form

Policy

Use the Wire Transfer form in conjunction with a Request for Payment or Travel Reimbursement form to request a wire transfer payment to an individual or vendor. The policies for Request for Payments and Travel are to be followed when requesting a wire transfer. Wire transfers are simply an additional payment method for the University to disburse funds. Requests for Payments and Travel Reimbursements must be submitted to Accounts Payable for processing. Additional handling as in the case of wire transfers will be provided by the Accounts Payable staff.

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