

IMPORTANT INSTRUCTIONS

This form is for any wire transfers, domestic or international, US currency and foreign currency.

Wire Transfer Fees \$10 per wire for wires in US dollars regardless of country. This will be charged to the account number on the form.
No fees for wires in foreign currencies.

Wires to US Banks A routing number and bank account number are needed. SWIFT and IBAN are not necessary.

Wires to European Countries An IBAN is necessary and must be obtained from the Beneficiary.

Wires to China & Indonesia Because of banking rules in these countries additional information is needed. Please include the Beneficiary's full address, a contact name for the Beneficiary (if wiring to a business), and the Beneficiary's phone number. A detailed description of the reason for payment is also needed.

Wires in Foreign Currency Wires can be made in almost any foreign currency. Please note on the form what currency you want the wire to be in.

Timeframe Wires will be submitted to the bank the day after receiving the completed form in FSO. It can take up to a week for the Beneficiary to receive the funds depending on what bank and country it is being wired to. If any of the banking information is incorrect, it will delay the payment. You will be contacted if that is the case.

SWIFT code SWIFT codes are 8-11 characters long and are necessary for international wires. They are also known as BIC codes.

IBAN Can be up to 30 digits long. Only European countries have IBAN's.

Intermediary Bank Not necessary to process wires, but if the Beneficiary provides the information please include it here.

Documentation Original receipts or invoices must be attached. The wire transfer will not be processed without that information.

Confirmation of Wire Submission Check box if you would like a confirmation of the wire payment. This receipt also shows what your department will be charged for the wire if your wire is in a foreign currency.

Wire Transfer Request Form

To be completed by department: _____ Date _____

Beneficiary Name _____
 Bank Name _____
 Bank Address _____
 Bank Account Number _____
 Swift Code _____
 IBAN/Routing Number _____
 Intermediary Bank _____
 Other Information: _____

Please Itemize: For meal and entertainment expenses, you must provide people, place, and business purpose.

| Description* | 12 digit account number X-X-XXXXX-XXXXX | Amount |
|-----------------|--|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total \$ | | - |

*Original receipts/invoices must be attached

Please e-mail me a confirmation of the wire submission for my records.

| Signatures | Phone | Date |
|---|-------|-------|
| _____ | _____ | _____ |
| Purchaser | | |
| _____ | _____ | _____ |
| Budget Officer | | |
| _____ | _____ | _____ |
| Vice President/Provost (if unsupported expenditure > \$25.00) | | |

Return completed form to Accounts Payable

For Accounts Payable Use:

| | | | |
|----------------------|----------|-------|-------------------------|
| Approval for Payment | Initials | Date | |
| A/P: _____ | _____ | _____ | Date received A/P _____ |
| Controller: _____ | _____ | _____ | Voucher number _____ |

Return Completed form to Accounts Payable