

# WIRE TRANSFER FORM - INTERNATIONAL

(payee bank account outside US)

Instructions:

1. Complete information below or attach information provided on payee bank letterhead.
2. Attach this form to the payment request form being submitted (Check Requisition, Non-Employee Payment for Services, etc). If a TravelIND expense report is being submitted, attach an image of this form as a Receipt.
3. Do not email this information. Attach hard copy to form being submitted or image in TravelIND.
4. Contact Accounts Payable at 631-8274 for assistance.
5. Special Notes:
  - a. Mexico - wires must have a CLABE # (18 digits)
  - b. Great Britain – wires in US dollars must have a bank account # and a Sort Code (6 digits)
  - c. China – US dollar preferable. Chinese Yuan wires require additional information

**BENEFICIARY BANK (payee's bank):**

Currency to be sent to payee (check one):      US dollar      Other currency (example: Euro) \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank City & Country \_\_\_\_\_

Swift Code \_\_\_\_\_

Payee's Name on Bank Account \_\_\_\_\_

Bank Account Number (outside Europe) \_\_\_\_\_

IBAN Number (Europe) \_\_\_\_\_

**INTERMEDIARY BANK (if applicable):**

Bank Name \_\_\_\_\_

Bank City & State \_\_\_\_\_

ABA / Routing # (9 digits) \_\_\_\_\_

Account Number (if applicable) \_\_\_\_\_

Submitted by (print name) \_\_\_\_\_ Phone # \_\_\_\_\_