

WIRE TRANSFER FORM

Instructions:

1. Attach this form to the payment request being submitted (Toolkit, TravelIND, etc)
2. Contact Accounts Payable (Julie Unger 1-7112 or Johnna Grenert-Taff 1-5304) for assistance
3. 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):

Payee's Exact Name on Bank Account _____

Bank Name _____

Bank City, State, & Country _____

ABA/Routing-9 digit (Swift code for International) _____

Bank Account Number (IBAN for Europe) _____

INTERMEDIARY BANK (if applicable):

Bank Name _____

Bank City & State _____

ABA/Routing - 9 digit _____

Bank Account Number (if applicable) _____

Submitted by _____ Phone # _____
(Print name)