

**UND WIRE TRANSFER FORM
DOMESTIC WIRE
(Vendor Bank Account is in USA)**

• **ALL FIELDS ARE REQUIRED TO BE COMPLETED**

- Departments are strongly encouraged to pay DOMESTIC vendors via ACH/Direct Deposit rather than wire payment.
 - Procurement and Payment Services can assist you with setting up a vendor for ACH/Direct Deposit payments.
 - **If paying a domestic vendor by wire, please provide justification as to why a wire is necessary.**
- Form should be typed; hand-written forms may be returned to the department.
- Departments should ensure that vendor is reputable and banking information is coming directly from vendor.
- **The department is responsible for providing all accurate, required information on the Wire Transfer Form.**
 - Banking information included on the payment document, and not on this form, will not be used in processing the wire transfer.
- Departments that provide inaccurate or inadequate information on this form will be responsible for any charges/fees assessed (ex. return wire fees, rejected wire fees, late payment fees, misrouted wire).
- Submit payment documentation along with the Wire Transfer Form to Procurement and Payment Services.
- Requests for wires to be processed the same day must be received by Procurement and Payment Services by noon.
- Wires will be processed in US Currency (dollars).

I acknowledge the wire information above and agree to assume risks and financial liability associated with wiring of funds.

Authorized Departmental Signature

Justification for domestic wire (instead of a direct deposit /ACH):	
Amount to wire (dollars):	
ABA/Routing Number:	
Bank Name:	
Bank City, State, ZIP:	
Additional Bank Information required by Account Holder's bank:	
Name of Bank Account Holder:	
Bank Account Number:	
Street Address of Bank Account Holder:	
City, State, ZIP:	
Vendor Invoice Number(s):	