

**UND WIRE TRANSFER FORM**  
**INTERNATIONAL WIRE**  
**(Vendor Bank Account is NOT in USA)**

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

- Form should be typed; hand-written forms may be returned to the department.
  - ***The department is responsible for providing all accurate, required information on the Wire Transfer Form.***
    - Banking information included on the payment document (not Wire Transfer Form) will not be used in processing the wire transfer
- All international (foreign) wires do have risks associated with wiring of funds. Departments are responsible for all financial liabilities associated with foreign wires (wire not making it to vendor).
- All fees, including those assessed during the wire process by the receiving bank, will be charged to the department.
- Departments should ensure that vendor is reputable and banking information is coming directly from vendor.
- 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 & Payment Services.
- Requests for wires to be processed the same day must be received by noon.
- Departments are assessed a \$35.00 wire fee for all international (foreign) wires.
  - *This fee should not be included in the Amount field on the Wire Transfer Form, but should be included in the amount on the payment document using Account Code 621070.*

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

\_\_\_\_\_  
 Authorized Departmental Signature

Amount to wire (do not include wire fee):	
Currency: <input type="radio"/> USD <input type="radio"/> Other (indicate EXACT currency spelling)	
Bank Name:	
Bank Address:	
Bank City, State & Zip Code:	
Bank Country:	
Name of Bank Account Holder: (Vendor Name on Payment Request e-form)	
SWIFT/BIC CODE (REQUIRED):	
Bank Account Number: (Required if no IBAN Number is Provided)	
IBAN Number:	
Additional Bank Information required by Account Holder's bank: <b>Canadian wires require TRANSIT and INSTITUTIONAL Numbers</b>	
Street Address of Bank Account Holder:	
City, State & Zip Code:	
Country:	
Vendor Invoice Number(s):	
Purpose of Wire: (REQUIRED INFORMATION AND MUST BE SPECIFIC)	