

REQUEST FOR INTERNATIONAL WIRE TRANSFER AND FOREIGN DRAFTS

Requester _____ Email: _____ Phone: _____

Payee Information

Name _____ Tax ID _____

Street Address _____

City/State _____ Country _____ Postal Code _____

Email _____

Payee Type Choose an item.

Financial Institution Information

Name of Financial Institution _____

Name on Account _____

Bank Account Number _____ Type of Identifier _____
(IBAN/SWIFT/BIC/Routing etc.)

Financial Institution Address _____

Remittance Information

Currency _____ Due Date _____

Amount _____ Payment Method Wire Draft

Purpose of Payment _____

Intermediary Financial Institution Information (If Applicable)

Name of Financial Institution _____

Name on Account _____

Bank Account Number _____ Type of Identifier _____

(IBAN/SWIFT/BIC/Routing etc.)

Financial Institution Address _____

Departmental Approvals

Business Manager Date PI Date

System Accounts Payable Verification

Vendor Website Information verified by:

IMPORTANT INFORMATION FOR DEPARTMENTS: PLEASE READ!

Departments are responsible for verifying the accuracy of the information above. Wire instructions should be obtained from the individual personally, or a trusted contact with the vendor. If payments are posted to a fraudulent account based on the information supplied on this form, the department will be liable for all losses.