

## **REQUEST FOR INTERNATIONAL WIRE TRANSFER AND FOREIGN DRAFTS - Instructions**

### Section 1 – Payee (Beneficiary) Information

- Name of entity being paid (Payee) is required
- Physical address of payee – PO Boxes are not acceptable
- City/State may not be applicable, but Country is required
- To find other requirements by Country, check this website:  
[https://irisweb.tennessee.edu/irj/portal/WU\\_Payment\\_Guide](https://irisweb.tennessee.edu/irj/portal/WU_Payment_Guide)

### Section 2 – Financial Institution Information

- Information required in this section is going to depend on the country receiving the payment
- Identifier could be IBAN, SWIFT, BIC, Routing, etc. To find the requirements by country, check this website: [https://irisweb.tennessee.edu/irj/portal/WU\\_Payment\\_Guide](https://irisweb.tennessee.edu/irj/portal/WU_Payment_Guide)

### Section 3 – Remittance Information

- Be careful in this section. There are a number of ways you can request the amount to be paid
  - 100 Euro
  - \$100 worth of Euro
  - \$100 in USD to a Foreign Country

### Section 4 – Intermediary financial Institution

- This section will not always be applicable, only to be used if the final financial institution must have an intermediary to accept the payment first. This should be obvious on the invoice or wire instructions from the payee.

### Section 5 – Departmental Approvals

- Make sure all required approvals from the department have been completed before sending the documents to the Office of Finance to be wired.

### Section 6 – System Accounts Payable Verification (Office of Finance)

- The Office of Finance approvals will be done upon the completion of the wire. There is no need to get these approvals in advance.