



# WIRE TRANSFER REQUEST FORM

<b>Accounting Use:</b> <b>Document #:</b> I _____ <b>Bank:</b> WT <b>1099:</b> Y / N
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Use this form to request payment on an outgoing wire transfer. Attach invoice or other supporting documentation.  
**Note:** Wire transfer should only be used when payment by check or ACH will not meet the needs of the University or when making payment to a supplier in a foreign currency.

If vendor is not in Banner, attach the [New Vendor Registration Form](#) and W-9 or W-8BEN completed by vendor.

Select one: Domestic Wire (\$USD) International Wire \_\_\_\_\_ Amount: \_\_\_\_\_  
 Indicate currency type – Do not use symbols

Attach wire instructions or complete fields below:

Beneficiary	Bank Receiving Wire	Intermediary Bank
Name:	Bank ID:	Bank ID:
Address:	<small>(Use 9 digit ABA routing # for US banks or SWIFT Code for non-US banks)</small>	<small>(Use 9 digit ABA routing # for US banks or SWIFT Code for non-US banks)</small>
	Bank Name:	Bank Name:
	Bank Address:	Bank Address:
Bank Account #:	Bank Account #:	
IBAN:		

- STARS PO#: P \_\_\_\_\_ **(If STARS PO is provided, skip to step 5)**
- Banner Vendor ID: \_\_\_\_\_ AP address sequence #: \_\_\_\_\_ [Search vendors in Banner](#)
- Description: \_\_\_\_\_

4. Charge

Fund	Org	Account	Activity (optional)	Amount
			<b>Total:</b>	

- Attach invoices or documentation and send to Accounts Payable, Boynton Hall. **Please allow 7-10 days for processing. Incomplete requests may delay processing.**

**Authorization: Financial Manager Approval:** \_\_\_\_\_ **Campus Ext:** \_\_\_\_\_  
Type or print

**Financial Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Controller's Office Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_