



## WIRE TRANSFER REQUEST FORM

Accounting Use:  
  
-SINV

Use this form to make a supplier payment via Wire Transfer. This form must be attached to your supplier invoice request in Workday.  
 Note: Wire transfers should only be used when payment by check or ACH will not meet the needs of the University, or when making payment to an international supplier.

Select One:     Domestic Wire (\$USD)     International Wire: \_\_\_\_\_    Amount: \_\_\_\_\_  
*Indicate currency, do not use Symbols*

Beneficiary Details:	Bank Receiving Wire	Intermediary Bank
<b>Name:</b>	<b>Bank ID:</b>	<b>Bank ID:</b>
<b>Address:</b> <i>**No PO Boxes</i>	<small>Use 9 digit ABA Routing # for US banks or SWIFT Code for non-US Bank's</small>	<small>Use 9 digit ABA Routing # for US banks or SWIFT Code for non-US Bank's</small>
	<b>Bank Name:</b>	<b>Bank Name:</b>
	<b>Bank Address:</b>	<b>Bank Address:</b>
<b>Bank Acct. #</b>		
<b>IBAN:</b>		