



INTERNATIONAL WIRE TRANSFER FORM

The International Wire Transform is designed to collect banking information for disbursements made via wire transfer to foreign bank accounts.

Location of Travel: _____ Travel Dates: _____

Date wire is needed to arrive: _____ Amount: _____

Charged to: Dept. _____ Account _____ Activity Code _____

INTERNATIONAL WIRE TRANSFERS ONLY

Beneficiary

* Currency type: _____

* Beneficiary (legal name on the bank account): _____

* Beneficiary Address: _____

* Beneficiary City, Country: _____

Receiving Bank

* Bank SWIFT code _____

* Bank Name: _____

* Bank account number: _____

* IBAN #: _____ (required for European banks)

* City: _____ * Country: _____

Intermediary Bank or Correspondent Bank for Further Credit to (FFC) 1

This section only applies when intermediary Banks are involved in the wire transfer (see the paragraph at the bottom of the form).

Domestic (US) Intermediary Bank

* ABA Routing # OR Bank SWIFT code: _____

* Bank account number: _____

* Bank Name: _____

International Intermediary Bank

* Bank SWIFT code: _____

* IBAN #: _____ (required for European banks)

* Bank account number: _____

* Bank Name: _____

* City: _____ * Country: _____

Requester Signature/Dates: _____

Global Engagement: _____ **VPAA** _____

Directions for completion:

1. Submit to Coordinator, Office of Global Engagement for approval.
2. Once approved, submit to the Business Office for submission.
3. Wires must be submitted as far in advance as possible, but certainly no less than 30 days prior to travel.
4. Email verification of information and request from hotel or vendor must accompany paperwork.
5. Wires may be made in USD or International Currency.

Note: * indicates required fields.

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