

**INTERNATIONAL WIRE TRANSFER**

Submit this form along with the "original" invoice, W8BEN/E and bank details to the Accounting Office

Requestor Name: \_\_\_\_\_ Requestor Department: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

| Payee Information  |   |
|--|---|
| <p><b>The following information is required for international wire transfers.</b></p> <ul style="list-style-type: none"> <li>● W8BEN (Individuals) / W8BEN-E (Entity)</li> <li>● IBAN / Account Number</li> <li>● Swift Code of the bank</li> <li>● Bank name and address</li> <li>● Intermediary/Correspondent Bank Info (if required)</li> <li>● Account Holder's Address</li> </ul> | <p><b>Pay Vendor</b></p> <p>Vendor Name: _____</p> <p>Vendor Address: _____</p> <p>_____</p> <p style="text-align: right; margin-right: 20px;">City                      State                      Zip</p> |

| Payment Information          |                                       |
|------------------------------|---------------------------------------|
| Description: _____           |                                       |
| Payment Currency type: _____ |                                       |
| Amount: _____                |                                       |
| Accounting Information:      | Cost Center/WBS/Internal Order: _____ |
|                              | GL Account/Commitment item: _____     |

| Approvals   |                |
|---|----------------|
| I authorize payment and certify that this expense was incurred for appropriate University purposes. |                |
| Responsible Person/Financial Manager: _____   | Date: _____    |
| Print Name: _____   | Phone #: _____ |
| Other Approval (optional): _____  |                |

| ACCOUNTING OFFICE USE ONLY |  |                       |               |     |  |  |  |  |
|----------------------------|--|-----------------------|---------------|-----|--|--|--|--|
| <b>BANK INFORMATION</b>    |  | Date Processed: _____ |               |     |  |  |  |  |
| Amount of transfer:        | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Foreign currency</th> <th style="width: 33%;">Exchange Rate</th> <th style="width: 33%;">USD</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Foreign currency      | Exchange Rate | USD |  |  |  |  |
| Foreign currency           | Exchange Rate  | USD                   |               |     |  |  |  |  |
|                            |  |                       |               |     |  |  |  |  |
| Authorization: _____       | Initiator: _____   | Approver: _____       |               |     |  |  |  |  |
| Verified by: _____         | Title: _____   | Title: _____          |               |     |  |  |  |  |
| Date: _____                | Date/Sign: _____   | Date/Sign: _____      |               |     |  |  |  |  |