



Domestic Wire Transfer Instructions

To insure legibility and accuracy, fill in this form online before printing.

You may use the tab key to move from field to field.

Caution: Incorrect information may delay the process of a wire transfer

Department Name

Enter name of department

Requester Name

Enter name of person requesting the wire transfer

Vendor ID#

Enter vendor ID

Date

Date wire transfer is requested

Requester Phone #

Enter phone number for person requesting the wire transfer

Requester Email

Enter the email address of the requester

Withdrawal Date

Enter date the funds need to be transferred

Wire Payment Instructions

A. Payment to Information - Beneficiary

- To Account #: The account number of the beneficiary at the receiving financial institution.
- Beneficiary Name: The person or party to receive credit or to be paid as a result of the wire transfer
- Address: Mailing address for person or party receiving credit or payment

B. Account at – Beneficiary Bank

- Routing #: The American Banker Association or Routing number (must be 9 digits) of the receiving financial institution.
- Bank Name: The financial institution where the wire will be sent to directly
- Address: Mailing address for beneficiary's bank

Payment Information

- A. If the payment is made from a Department
- Enter the fund number
 - Enter the Department number
 - Enter the Account number
 - Enter program code (optional)
 - Enter the dollar amount of the outgoing wire
- B. If the payment is made from a project/grant
- Enter the project/grant number
 - Enter the program code (optional)
 - Enter the dollar amount of the outgoing wire

Special Instructions

Enter a brief explanation of intention of transmittal. Attach all relevant documentation to support the request. Reference any information to be included in the request.

Signature Authority

All *Request for Wire Transfer* forms must be signed by the requester and all other applicable authorized personnel. All signatures must be original. A signature stamp or “/by” is not acceptable. Wire transfers will not be processed for amounts under \$100.

- A. Requester Signature
All wire transfer forms must be signed by the requester
- B. Budget Administrator/P.I. Signature
The budget administrator for the Department or the P.I. for the grant must sign the form
- C. Authorized Department or Grant Signature
If the payment is made through a Department, the original form must be sent to Controller’s Office/Accounts Payable for signature
If the payment is made through a grant, the original form must be sent to Grants Accounting for signature
- D. Senior Administrator Signature
Required for payments from \$9,999 - \$49,999
- E. VP Signature
Required for payments from \$50,000 - \$99,999
- F. VP of Finance and Administration or President’s Signature (in absence of VP of FA)
Required for payments greater than \$100,000

Where to send a request for Wire Transfer Form

If for a grant related payment, send the original directly to Grants Accounting, 907 Administration Building. If for a Department related payment, send the original directly to Accounts Payable/Controller’s Office, Attention: Jason Slough, 319 Administration Building.

Once all signatory authorities have made the required signatures, the form will be forwarded to the Office of Treasury Operations for processing. The online Request for Wire Transfer form supersedes any of the forms previously used. Any Request for Wire Transfer form not properly completed with all required signatures, will be returned to the requester. After the wire transfer is processed, an email will be sent to the requester.