# Outgoing Foriegn Wire Transfers

*To process a wire transfer, University Business Services/Accounts Payable requires the following information for the bank to complete the transaction:*

Amount to be wired:

Currency Type:

**Beneficiary Information**:
ACCT #:
NAME # 1:
NAME # 2:
STREET ADDRESS:
CITY, ST, PROV,ZIP:
COUNTRY:

**Beneficiary Bank Information**:
BANK NAME:
SWIFT CODE:
BLZ,CAB,SORT:
STREET ADDRESS:
CITY, ST, PROV,ZIP:
COUNTRY:

**Intermediary Bank Information**:
BANK NAME:
SWIFT CODE:
BLZ,CAB,SORT:
STREET ADDRESS:
CITY, ST, PROV,ZIP:
COUNTRY:

**Special Instructions for wire:**


*Attach this form to a BPA that is signed and initialed by Purchasing and/or G&C
*Appropriate receipts attached to the BPA

*Upon receiving and approving this information, University Business Services will take that information to our bank. If it is before noon the bank will process the wire the same day.*