

Outgoing Foreign Wire Transfers

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

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, UBS will take that information to our bank. If it is before noon the bank will process the wire the same day.*