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.