

Notice To Departments Requesting Wire Transfers:

Disbursements will execute international wire transfers (also known as bank transfers) when the payee indicates that payment must be in a foreign currency or made by bank transfer. Such acceptable situations include individuals or vendors that specifically indicate in writing that a U.S. dollar denominated check is not negotiable in their respective location. University affiliated bank accounts are excluded from such restrictions. Rush requests must be clearly and boldly marked as such. The University *cannot guarantee nor indicate when a wire transfer will be credited* to a beneficiary's bank account as this is not under the University's control and is impacted by the location and correspondent relationships between the financial intermediaries through which the wires are processed. A "confirmation" number only indicates the sending bank has initiated the transfer and does not imply the beneficiary has received the funds. Such code numbers are internal to the processing bank and generally have no relevance to the beneficiary's institution. The requesting department assumes full responsibility for any eventuality which may impact successful transfer of funds. Please be aware that *many recipient banks may levy a handling fee* (or "landing" charge) for the administration of such transfers. This practice varies but is common among Asian and European financial institutions. Consequently, *the beneficiary's account may not be credited with the full amount that was originally transferred*. As transfers are funded as they are initiated, *the University cannot cover such fees*. All payments must conform to University policy, guidelines, and restrictions. *The University will not transmit funds for expenses yet to be incurred unless the University is the account owner.* Domestic electronic transfers should be executed by EFT and not via wire transfer. (Please contact the EFT unit, (510)643-2199 or check_eft@berkeley.edu for further information.). Further instructions for wire transfers may be found at financialoperations.berkeley.edu/Forms/disb/WireTransferInstructions.htm

To facilitate efficient processing, it is **required** that the information below is typewritten OR is completed by using the Adobe Acrobat form fill-in capacity. Forms with hand-written information and/or lacking completed fields will be returned.

Amount (written): _____

Beneficiary (payee): _____

Beneficiary's address: _____

Beneficiary's bank account: _____

Beneficiary's e-mail address: _____

Bank name (No abbreviations): _____

Bank address: _____

SWIFT* code of the bank: _____

Please attach a completed check request (in addition to supporting documentation) that is signed by a Campus signatory whom is *authorized** to approve charges to the corresponding account and fund*. The authorizing individual's signature below indicates they *have read and fully understand* the above.

Signature of **Authorized Campus Official**

Printed Name of Signatory and Title

*The SWIFT system was designed by an international banking consortium to process secure global electronic transactions. The SWIFT ID code is an eight or eleven character code that identifies the beneficiary's bank.

** Documented by a signature authorization form on file in Disbursements indicating that he/she has authorization to approve wire transfers