

Wire Transfer Request Form

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

Beneficiary (payee): _____

Beneficiary's address: _____

Beneficiary's e-mail address: _____

Amount (in words): _____

Example: Sixteen thousand four hundred thirty-two dollars and sixty-four cents

Amount (in numbers): _____

Example: \$16,432.64

Currency Unit:

Bank name (no abbreviations): _____

Bank address: _____

Beneficiary's bank account: _____

SWIFT code of the bank: _____

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.

IBAN number _____

International Bank Account Number, consisting of up to 34 alphanumeric characters, is required by banks in participating countries to confirm the integrity of the bank account number.

Mexico: CLABE Standard Bank Code _____

An 18 digit identifier for each Mexican bank account.

Australian or New Zealand BSB Number _____

A six digit numeric code used to identify the bank branch; required along with the SWIFT code for international funds transfer.

Related purchase order or voucher invoice number: _____

Signature of Authorized Campus Official _____ Date _____

Printed Name of Signatory _____ Title of Signatory _____

Disbursements Office only	
Signature of Additional Approver _____	Date _____
Printed Name of Additional Approver _____	