

WIRE TRANSFER REQUEST FORM

This is an interactive pdf form, therefore the form must be downloaded to view all required fields.

*This form must be typed. **ALL fields are required.** Forms with hand-written information and/or missing required information will be returned to the Fiscal Administrator. Refer to Policy 2.706 for details on wire transfers.*

WIRE PAYMENT INFORMATION

PROJECT INFORMATION

NOTES

The Attachment 43 is an interactive form; therefore the form must be downloaded to view all required fields. Some endnotes may not appear depending on the selection of Domestic Wire, Foreign Wire, or Currency Type. Refer to Policy 2.706 for details on wire transfers.

- ¹ Wire transfer to a bank account located in the U.S.
- ² Wire transfer to a bank account located outside the U.S.
- ³ Only applicable to Foreign Wires. RCUH is able to wire funds only in the currency types listed.
- ⁴ Only applicable to Foreign Wires in U.S. Dollar currency. U.S. correspondent (intermediary) bank information is required when wiring USD to a foreign country. Request the information from the vendor.
- ⁵ Only applicable to wire transfers in U.S. Dollar currency. ABA number (also known as a routing number) is a nine-digit code that identifies banking institutions in the U.S.
- ⁶ The name listed should be an exact match to the name on the beneficiary (i.e., vendor) bank account. The beneficiary bank account name must match the vendor name on the PO, invoice, and/or payment document otherwise an explanation is required.
- ⁷ Bank account numbers for European and Middle Eastern countries are referred to as an IBAN (International Bank Account Number). The IBAN consists of an alphabetical country code and alphanumerical characters that identify the bank and the account number. If applicable, list the full IBAN number.
- ⁸ Only applicable to Foreign Wires. SWIFT or SWIFTBIC code is an international bank code that identifies banks and financial institutions worldwide.
- ⁹ Information to be relayed to the vendor with the wire transfer (e.g., PO #, invoice #, account #, etc.). Due to space limitation when sending a wire transfer this information could be truncated or omitted.
- ¹⁰ The standard wire transfer fee is \$40.00 and is always charged to the project. The Beneficiary Bank and/or U.S. Correspondent Bank(s) may charge additional fees to the vendor which could decrease the final amount received by the vendor. By checking the box the project agrees to pay for all possible additional bank fees. These additional bank fees are unknown at the time of the wire transfer and are usually charged to the project within one to four weeks after the wire transfer date.