

## How to Complete the Wire Transfer Request Form

### Wire Transfer Request Basics

- This form is for wires only, not ACH payments
- All wire requests must be approved by AP
- The Wire Transfer Request Form must be complete and accurate
- Attach critical banking information documentation, if available
- Use readable type fonts or print clearly on the form
- Two sets of eyes standard: Two sets of eyes, from originating department, should review the form before it is submitted to AP
- Once the wire is sent, it's gone. It takes several days to retrieve wires and additional costs are incurred by the university. International wires incorrectly sent take longer to retrieve and add a greater cost to the university.

### Wire Transfer Request Form Instructions

Amount of wire request: Amount of the wire in applicable currency

Type of Currency: Currency associated with wire amount. If the currency symbol is unknown write out the currency name in full. See list of currencies on last page for assistance.

Domestic: Select radio button if the wire will be sent to a bank located within the United States

Foreign: Select radio button if the wire will be sent to a bank outside of the United States

Beneficiary Bank Name: The name of the bank receiving the wire

ABA: Required for domestic wires only, stands for the American Banking Association (ABA); it is always a nine digit number. Ensure the number is entered correctly.

SWIFT ID# of Foreign Bank: Required for foreign wires only. A SWIFT (Society for Worldwide Interbank Financial Telecommunication) code is comprised of 8 or 11 alphanumeric characters. Ensure characters are entered correctly.

Beneficiary Name on Account: The beneficiary name (individual or organization receiving the wire) as it appears on the bank account. If the name on the wire does not match the name on the bank account the wire may be returned or delayed.

Beneficiary Address: This may be the home address, in the case of an individual, or business address, in the case of an organization.

Beneficiary Bank Account# or IBAN#: Enter bank account number. For international wires see the IBAN (International Bank Account Number) guides below.

Wire Description: Enter text to appear in the wire description and recipient's bank activity. On account of the character limit, please include the most critical identifiers first.

Special Instructions: Enter any unique notes or intermediary banking information, if applicable. This includes 'For Further Credit to (FFC):' instructions. It is used particularly for wires to Trusts, Escrows or Investment Holding Accounts. In addition, this section may also be used to

reference invoice numbers, or any identifiers to assist the beneficiary post the transaction correctly. See below for other possible information needed based on certain countries.

BlueSky Segment Value Distribution: The segment values and amount that will be charged

Authorized Signature: Proper authorization per university policy and calendar date of approval

NOTE: Attach any documentation that supports the payment and the bank information. This will be helpful to verify the information entered is complete and accurate.

*The bottom portion of the form is for Accounts Payable use only.*

### Common Errors or Omissions

- Missing IBAN on wires to IBAN participating countries
- Missing required banking information for other countries with special standards, such as the CLABE# for Mexico; this should go in the Special Instructions section. See IBAN PAYMENT INFORMATION: SELECTED NON-EUROPEAN COUNTRIES below
- Incorrect Beneficiary Account (AP and Treasury are unable to verify account numbers, so if this is wrong, there is no way to know until it is returned)
- Beneficiary name does not match name on account (AP and Treasury cannot verify beneficiary names on accounts)
- Missing intermediary bank information, when applicable
- Vendor is unable to recognize payment (invoice number or other identifier is incorrect)

### IBAN PAYMENT INFORMATION: EUROPEAN COUNTRIES

Within the European banking system, a standard called IBAN (International Banking Account Number) is used to identify different countries, banks and branches where the account is held. It is a combination of alphanumeric characters structured according to the European Committee for Banking Standards. Contact your beneficiary to obtain the IBAN number. Providing this information significantly reduces potential payment delays when processing international payments.

When entering your payments for processing through the FX International Payments system, enter the IBAN in the Account Number field. Below are examples of IBANs for your reference.

Country	Number of Alphanumeric Characters	Example of IBAN (Country Code + Country Number + Routing Number + Account Number)
Austria	20	AT611904300234573201
Belgium	16	BE68539007547034
Czech Republic	24	CZ6508000000192000145399
Denmark	18	DK8003450003179681
Finland	18	FI2112345600000785
France	27	FR1420041010050500013M02606
Greece	27	GR1601101250000000012300695
Hungary	28	HU42117730161111101800000000
Iceland	26	IS140159260076545510730339
Ireland	22	IE29AIBK93115212345678
Italy	27	IT60X0542811101000000123456
Luxembourg	20	LU280019400644750000

Netherlands	18	NL91ABNA0417164300
Norway*	15	NO9386011117947
Poland	28	PL61109010140000071219812874
Portugal	25	PT50000201231234567890154
Slovenia	19	SI56191000000123438
Spain	24	ES9121000418450200051332
Sweden	24	SE1212312345678901234561
Switzerland	21	CH9300762011623850957
United Kingdom**	22	GB29NWBK60161331926819

\***Norway:** The Country Code is NO ("O" the capital letter, not the number zero).

\*\***British pounds payments to the United Kingdom:** If the IBAN is not available, enter the beneficiary's 6-digit Sort Code in the Routing number field and the 8-digit Account Number in the Account number field.

## IBAN PAYMENT INFORMATION: SELECTED NON-EUROPEAN COUNTRIES

To ensure there are no unnecessary delays in processing your international payments to non-European countries, provide accurate beneficiary account and bank information.

*In addition to the usual data you already provide, we have presented a few extra tips to reduce potential delays in processing your international payments.*

### Country Destination of Payments

	Information	FX International Payments website field
<b>Australia</b>		
Westpac Bank	6-digit BSB Code + Account number	Account Number
Non-Westpac Bank*	6-digit BSB Code + 9-digit Account number	Account Number
<b>Canada</b>	5-digit Transit code + 7-digit Account Number	Account Number
<b>India</b>	Full Address of Beneficiary's Bank Branch	Bank Address
	IFSC Code	Payment Notes to Payee
	Purpose of Payment	
<b>Mexico</b>	18-digit CLABE (Sort Code + Location + Account number + Check Digit)	Account Number
<b>New Zealand</b>	6-digit Bank Code + Account Number	Account Number
<b>Pakistan</b>	Full Address of Beneficiary's Bank Branch	Bank Address
	Purpose of Payment	Payment Notes to Payee
<b>South Africa</b>	6-digit Transit Code + Account Number	Account Number
<b>Thailand</b>	Purpose of Payment and Remitter's Tax ID	Payment Notes to Payee
	Full Address of Initiator	Internal Comments
<b>United States</b>	9-digit ACH Routing Number	Routing Number or BIC

\*Australia: If the Account Number is less than 9-digits, enter zeros prior to the Account Number to total 9-digits.

**American Express® FX International Payments Currency List: Sorted by Currency**

<u>Currency</u>	<u>Code</u>	<u>Currency</u>	<u>Code</u>	<u>Currency</u>	<u>Code</u>
Australian Dollar	AUD	Hong Kong Dollar	HKD	Peruvian New Sol	PEN
Azerbaijan Manat	AZM	Hungarian Forint	HUF	Philippine Peso	PHP
Bahamian Dollar	BSD	Indian Rupee	INR	Paraguan Guarani*	PYG
Bahraini Dollar	BHD	Indonesian Rupiah	IDR	Polish Zloty	PLN
Bangladesh Taka	BDT	Israeli Shekel	ILS	Qatari Rial	QAR
Barbados Dollar	BBD	Jamaican Dollar	JMD	Romanian Leu	RON
Belize Dollar*	BZD	Japanese Yen	JPY	Russian Ruble	RUB
Bermuda Dollar*	BMD	Jordanian Dinar	JOD	Samoan Tala	WST
Bolivian Boliviano*	BOB	Kenyan Shilling	KES	Saudi Arabian Riyal	SAR
Botswana Pula	BWP	Korean Won (South)	KRW	Singapore Dollar	SGD
Brunei Dollar*	BND	Kuwaiti Dinar	KWD	South African Rand	ZAR
Bulgarian New Lev	BGN	Latvian Lats	LVL	Sri Lankan Rupee	LKR
Canadian Dollar	CAD	Lebanese Pound*	LBP	Swedish Krona	SEK
Cayman Island Dollar	KYD	Lithuanian Litas*	LTL	Swiss Franc	CHF
Central African States CFA franc	XAF	Malawi Kwacha	MWK	Taiwan Dollar	TWD
Central Pacific Franc*	XPF	Maldives Is. Rufiyaa	MVR	Tanzanian Shilling	TZS
Costa Rica Colon	CRC	Mauritanian Oguiya	MRO	Thailand Baht	THB
Croatian Kuna	HRK	Mauritius Rupee	MUR	Tongan Pa'anga	TOP
Cyprus Pound*	CYP	Mexican Peso	MXN	Trinidad and Tobago Dollar	TTD
Czech Republic Koruna	CZK	Moroccan Dirham	MAD	Tunisian Dinar	TND
Danish Krone	DKK	Namibian Dollar*	NAD	Turkish Lira	TRY
Dominican Peso	DOP	Netherlands Antillean Guilder	ANG	U.A.E. Dirham	AED
Eastern Caribbean Dollar	XCD	New Ghana Cedi	GHC	Ugandan New Shilling	UGX
Estonian Kroon*	EEK	New Zealand Dollar	NZD	United Kingdom Pound	GBP
European Union Euro	EUR	Nigerian Naira*	NGN	Uruguayan New Peso	UYU
Fiji Dollar	FJD	Norwegian Krone	NOK	Vanuatu Vatu	VUV
Ghanaian Cedi	GHC	Omani Rial	OMR	Vietnam Dong	VND
Guatemalan Quetzal	GTQ	Pakistani Rupee	PKR	West African States CFA franc	XOF
Honduran Lempira	HNL	Papua New Guinea Kina	PGK	Zambia Kwacha	ZMK

\* Currency may not be available in FX International Payments due to government restrictions.  
Note, due to government regulations, this currency list is subject to change.