

Wire Transfer & Foreign Draft Request Form

(Last Updated 02/02/16)

(Check only one)

Wire Transfer

Foreign Draft

Request Date:

Requesting Department Information

Dept Name: <input style="width: 90%;" type="text"/>	Dept #: <input style="width: 90%;" type="text"/>	Campus Box: <input style="width: 90%;" type="text"/>
Prepared by: <input style="width: 90%;" type="text"/>	Phone Number: <input style="width: 90%;" type="text"/>	
Dept. Contact for any questions about wire: <input style="width: 90%;" type="text"/>	Phone Number: <input style="width: 90%;" type="text"/>	

Payee Information

See Wire Transfer & Foreign Draft Policy for additional requirements related to payments for services performed in the U.S. by a foreign citizen.

Payee Name: <input style="width: 95%;" type="text"/>	Repetitive Payment? Yes or No <input style="width: 95%;" type="text"/>
Payee Address: <input style="width: 95%;" type="text"/>	Frequency? <input style="width: 95%;" type="text"/>
Payee City, State, Zip: <input style="width: 95%;" type="text"/>	Monthly, Quarterly, Other
Payee Country/Province: <input style="width: 95%;" type="text"/>	
Payment Explanation: <input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
Country Work was Performed in: <input style="width: 95%;" type="text"/>	
(If Service was provided) <input style="width: 95%;" type="text"/>	

Payment Currency (check one)

US Dollars

USD Amount to be paid:

Amount

Foreign Currency & Type:

i.e.: Euro, Pounds

USD Amount to be paid in Foreign Currency:

 (USD)

Amount

<input style="width: 95%;" type="text"/>	FC
(Conversion done by AP)	

Foreign Currency Amount to be paid:

 (FC)

Amount

<input style="width: 95%;" type="text"/>	USD
(Conversion done by AP)	

Washington University Account Distribution: (For foreign currency, use a percentage for allocation---if add'l accounts needed, please attach detailed list)

<input style="width: 95%;" type="text"/>											
LC	Dept	SC	OBJ	Fund	Amount or %	LC	Dept	SC	OBJ	Fund	Amount or %

Bank Information for Wire Transfers

(Fill in information below and Attach Wire Instructions as provided by the Payee)

***Departments are responsible for any banking fees or additional charges that are a result of supplying incorrect banking or routing information.

Domestic Wires - Required Information	International Wires - Required Information	Additional Information Required when provided
Payee's Name and Account number Payee's Bank Name and Address ABA Number	Payee's Name and Account number Payee's Bank Name and Address SWIFT Address/SWIFT Code (BIC) IBAN Number for European Transfer	Intermediary Bank Sort Code for United Kingdom BLZ Code for Germany & Austria For Further Credit Instructions

Payee Bank Account Number	<input style="width: 95%;" type="text"/>
IBAN Number (European Transfer)	<input style="width: 95%;" type="text"/>
Bank Name:	<input style="width: 95%;" type="text"/>
Bank Address:	<input style="width: 95%;" type="text"/>
Bank City, State, Zip, Country/Prov:	<input style="width: 95%;" type="text"/>
Bank ABA # (Domestic/US Wire)	<input style="width: 95%;" type="text"/>
Bank Swift Code (International Wire)	<input style="width: 95%;" type="text"/>
	India IFC Code <input style="width: 95%;" type="text"/>
Intermediary Bank Name(Add'l Info)	<input style="width: 95%;" type="text"/>
Intermediary Bank ABA#	<input style="width: 95%;" type="text"/>
Acct. Number:(may be provided if Intermediary bank is given)	<input style="width: 95%;" type="text"/>
Additional Info:(if provided, see box above)	<input style="width: 95%;" type="text"/>

Business Manager/Dean / Director / Department Head Approval

Approval Signature:	<input style="width: 95%;" type="text"/>
Printed Name and Title:	<input style="width: 95%;" type="text"/>

Send completed form and supporting documentation to: Accounts Payable, Attention: Wires & Drafts; Campus Box 1056
 Faxes can be sent in emergency situations only to 935-7070.