

Outgoing International Wire Request

WARNING: It is very risky to send an international wire with missing information. The receiving bank may reject the wire, process the wire after delaying it, charge additional fees or there may be some other unpredictable outcome. Losses and fees will be charged to the Department. Once a wire is sent it cannot be cancelled. Please follow the instructions provided when completing this form.

*Required fields are noted with a single asterisk. **Fields that may be required are noted with a double asterisk.

1. Originator's Information

*Today's Date: _____ *Send Date: _____

*Requester's Name: _____ *Phone Number: _____

*Department: _____ *U.S. Dollar Wire Amount:

*Chartfield Information

Business Unit	Account	Fund	Dept	Program	Class	Project	Amount

When sending in foreign currency, please ensure the beneficiary's account accepts the designated currency.

*Funds to be sent in foreign currency <input type="checkbox"/> Yes <input type="checkbox"/> No	**Foreign Currency	**Currency Code (if known)	**Foreign Currency Amount
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2. Beneficiary/Recipient Information (This is the ultimate recipient of the wire transfer funds.)

*Beneficiary/Recipient Name

*Beneficiary Account Number, Mexican CLABE # or the International Bank Account Number (IBAN) where applicable:

*Beneficiary's Physical Address, City, State, Zip Code (a physical address is required.)

Information for the Beneficiary (invoice number, purchase order number, etc.) _____ Beneficiary Phone Number _____

3. Beneficiary Bank Information (This is the financial institution where the beneficiary maintains their account.)

*Beneficiary Bank RTN or SWIFT Bank Identifier (SWIFT BIC) _____ **International Routing Code (IRC) _____

*Beneficiary Bank Name

Beneficiary Bank Address, City, State, Zip Code, Country (optional information)

Information for Beneficiary Bank (*wires to Mexican banks require the CLABE account number in the Beneficiary instructions to ensure correct payment.)

4. **Intermediary Bank Information (This is a financial institution that the wire must pass through before reaching the final beneficiary bank.) This section is optional and not required for all wires. Please note that routing may be altered depending on Wells Fargo's correspondent relationships.

Optional: Intermediary Beneficiary Bank RTN or SWIFT BIC _____ International Routing Code (IRC) _____

Intermediary Bank Name _____ Intermediary Bank Account Number _____

Intermediary Bank Address, City, State, Zip Code, Country (optional information)

Information for Intermediary Bank

5. Signature: By signing below I authorize Accounting to send this international wire using only the information provided on this form. I agree that any losses and fees will be charged to my Department. I am an authorized signer on the chartfields provided above.

*X _____ Print _____ Date: _____

Instructions for completing the Outgoing International Wire Request

WARNING: It is very risky to send an international wire with missing information. The University's bank will send the wire without an International Bank Account (IBAN) and/or International Routing Code (IRC) when the receiving bank requires that information. However, the University's bank cannot predict what will happen when a wire is sent with missing information. The receiving bank may reject the wire, process the wire after delaying it, charge additional fees or there may be some other unpredictable outcome. Losses and fees will be charged to the Department. Once a wire is sent it cannot be cancelled. **Required fields are noted with a single asterisk. **Fields that may be required are noted with a double asterisk.*

Section 1 Originator's Information:

*Today's Date: - Enter the current date.

*Send Date: - Enter the date you want the wire sent. Note: International wires sent in United States Dollars (USD) generally take two to three banking days before it is deposited in the beneficiary's account. International wires sent in foreign currency can take longer.

*Requester's Name: - Enter the person's name that is requesting the wire.

*Phone Number: - Enter the person's phone number that is requesting the wire.

*Department: - Enter the Department's name that is requesting the wire.

*U.S. Dollar Wire Amount: - Enter the total amount of the wire to be sent in United States Dollars (USD). Note: If wire is sent in foreign currency this amount will change based on the bank's exchange rate in effect at the time the wire is sent.

*Chartfield Information - Enter the Business Unit and Chartfield(s) you want the wire charged to. If entering multiple chartfields also enter the amount you want charged to each chartfield string

*Funds to be sent in foreign currency - Check the Yes box if you want to send the wire in a foreign currency. Check the No box if you want the wire sent in United States Dollars (USD). When sending a wire in foreign currency be sure that the receiving bank accepts the designated currency to avoid the wire being rejected by the receiving bank.

If you checked the No box, skip the next three bullets and go to Section 2 Beneficiary/Recipient Information.

**Foreign Currency - Enter the name of the foreign currency such as Euros, Great Britain Pounds, etc.

**Currency Code - Enter the foreign currency code, if known, such as EUR for Euros, GBP for Great Britain Pounds.

**Foreign Currency Amount - Enter the foreign amount to be wired. Note: The United States Dollars (USD) entered above will be adjusted up or down based on the bank's exchange rate in effect at the time the wire is sent.

Section 2 Beneficiary/Recipient Information:

*Beneficiary/Recipient Name - Enter the name of the person or organization that the wire is being sent to.

*Beneficiary Account Number - Enter the account number of the person or organization that the wire is being sent to. Note: different countries use different formats here. Some countries use the International Bank Account Number (IBAN). A list of countries that use the IBAN can be found in Table 2. Mexico uses an 18 digit account number called CLABE. Only the beneficiary bank can provide the correct account number to use. The University's bank will send the wire regardless of the accuracy of the IBAN or CLABE provided, but the receiving bank may reject and/or delay the wire or there may be some other unpredictable outcome.

*Beneficiary's Physical Address - Enter the physical address of the person or organization that the wire is being sent to. This must be a physical address. PO Boxes are not acceptable and the wire will not be sent without a physical address.

Information for the Beneficiary - Enter information that will assist the wire recipient in applying the wire, such as invoice number or other instructions.

Beneficiary Phone Number - Enter the beneficiary's phone number.

Section 3 Beneficiary Bank Information:

*Beneficiary Bank RTN or SWIFT Bank Identifier - Enter the wire recipient's bank SWIFT Bank Identifier Code (SWIFT BIC). Only the beneficiary bank can provide the correct SWIFT BIC code.

**International Routing Code (IRC) - Enter the International Routing Code (IRC). This code is used by some countries. A list of countries that use the IRC can be found in Table 1. Only the beneficiary bank can provide the correct IRC. The University's bank will send the wire without the IRC but the receiving bank may reject and/or delay the wire or there may be some other unpredictable outcome.

*Beneficiary Bank Name - Enter the name of the bank that the wire is being sent to.

Beneficiary Bank Address - Enter the beneficiary's bank address if known.

Information for Beneficiary Bank - Enter information that will assist the beneficiary bank in processing the wire. If the wire is being sent to Mexico the *Mexican banks now require an 18 digit CLABE account number be added to the Beneficiary instructions to ensure payment.

Section 4 Intermediary Bank Information:

****While generally rare, sometimes a wire must be sent to a bank that then sends the wire to the bank where the wire recipient maintains their bank account. If this step is required, the information entered in this section would be similar to the information entered in Section 3. Only the beneficiary bank can provide this information if required.**

Section 5 Signature:

***Sign/print your name and date. Person signing must be an authorized signer on the chartfield that is being charged. Send completed form to Accounts Payable.**

Accounting's Responsibilities: Accounting will only be responsible for entering the wire instructions provided into the bank's wire processing system and sending it. However, if the the bank wire processing system displays a warning message, Accounting will notify the Department by email before sending the wire that an error message has been displayed. An example of an error message is "Missing or Invalid Bank ID, IBAN, or IRC". Accounting will NOT send the wire until the Department responds by email that they want to ignore the error message and send the wire using the wire instructions provided. Any losses or additional fees will be charged to the Department.

Additional Outgoing International Wire Request Information

1. SWIFT: Bank Identifier Code (SWIFT BIC). The 8 or 11 character SWIFT BIC is a unique series of alpha numeric characters that help to identify a specific financial institution. The SWIFT BIC should be obtained from the beneficiary. To ensure timely delivery please be sure that international outgoing wires include the SWIFT BIC where applicable.

2. International Routing Code (IRC): Some countries throughout the international banking community have created international routing codes, which are used in combination with the SWIFT BIC to aid in routing the payment through a main office to a branch. Each country has a specific name for their routing code (i.e., Sort Code in the United Kingdom, Canadian Payment Associating Routing Numbers in Canada). Your beneficiary must provide the international routing code to facilitate receipt of an international payment. Sending a wire without the IRC number can delay the wire, or the receiving bank may return the wire when this number is not included in the payment instructions, and additional fees may be assessed.

(Table 1 is a list of countries and their format that require the IRC. These are NOT actual codes. They only demonstrate the proper format of the IRC for each country. For "n", substitute a numeric digit; for "a" substitute a letter; for "c", substitute either a digit or a letter. Obtain the actual code from the branch that is to receive the wire. This table is subject to change without notice.)

International Routing Code (IRC) - Table 1

Country	Prefix	IRC Format	Example *
Australia	/AU	6 digits	/AUnnnnnn
Austria	/AT	5 digits	/ATnnnnn
Canada	/CC	9 digits	/CCnnnnnnnnn
Germany	/BL	8 digits	/BLnnnnnnnn
Greece	/GR	7 digits	/GRnnnnnnn
Hong Kong	/HK	3 digits	/HKnnn
India	/IN	4-alpha bank code, 1 digit, 6 alphanumeric	/INaaaancccccc
Ireland	/IE	6 digits	/IEnnnnnn
Italy	/IT	10 digits	/ITnnnnnnnnnn
New Zealand	/NZ	6 digits	/NZnnnnnn
Portugal	/PT	8 digits	/PTnnnnnnnn
Russia	/RU	9 digits	/RUnnnnnnnnn
South Africa	/ZA	6 digits	/ZAnnnnnn
Spain	/ES	8-9 digits	/ESnnnnnnnnn
Switzerland	/SW	3-6 digits	/SWnnnnnn
United Kingdom	/SC	6 digits	/SCnnnnnn

3. International Bank Account Number (IBAN): The IBAN varies by country/institution. Warning! Only the bank servicing an account can provide the correct IBAN of that account and must be obtained from the beneficiary of the wire. Sending a wire to a participating country without the IBAN can delay the wire, or the receiving bank may return the wire when the IBAN is not included in the payment instructions, and additional fees may be assessed.

(Table 2 is a list of participating Countries that require the IBAN. This table is subject to change without notice.)

International Bank Account Number (IBAN) - Table 2

Albania	French Polynesia	Lithuania	San Marino
Andorra	Georgia	Luxembourg	Saudi Arabia
Austria	Germany	Macedonia	Serbia
Belgium	Gibraltar	Malta	Slovak Republic
Bosnia and Herzegovina	Greece	Martinique	Slovenia
Bulgaria	Guadeloupe	Mauritania	Spain
Croatia	Hungary	Monaco	Sweden
Cyprus	Iceland	Montenegro	Switzerland
Czech Republic	Ireland (Republic of)	Netherlands	Tunisia
Denmark	Isle of Man	New Caledonia	Turkey
Dominican Republic	Italy	Norway	United Arab Emirates
Estonia	Kazakhstan	Poland	United Kingdom
Finland	Kuwait	Portugal	
France	Latvia	Reunion Island	
French Guiana	Liechtenstein	Romania	

4. Mexico CLABE Account Number: Mexican banks now require an 18 digit CLABE account number be added to the Beneficiary instructions to ensure payment. The CLABE number is required on all Mexican Peso (MXN) and USD payments sent to Mexico. The CLABE account number must be obtained from the beneficiary. If the beneficiary does not have the CLABE account number, please have the beneficiary contact their bank. Accounting does not provide or calculate the CLABE. Sending a wire without the CLABE account number can delay the wire, or the receiving bank may return the wire if the CLABE is not included in the payment instructions, and additional fees may be assessed.

5. If you do not have a SWIFT BIC, IBAN, IRC, or Mexican CLABE, contact the beneficiary of the wire. If the beneficiary does not have the needed information, please have the beneficiary contact their bank to obtain the appropriate information. Sending international wires without the required information can cause the wire to be delayed, returned, or assessed additional fees. When an International outgoing wire is being sent in a foreign currency, please ensure the beneficiary's account accepts the designated foreign currency.