## Wire Transfer & Foreign Draft Request Form

**Requesting Department Information**

<table>
<thead>
<tr>
<th>Dept Name:</th>
<th>Dept #:</th>
<th>Campus Box:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Dept. Contact for any questions about wire:</td>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Payee Information**

- **Payee Name:**
- **Payee Address:**
- **Payee City, State, Zip:**
- **Payee Country/Province:**
- **Payment Explanation:**
- **Country Work was Performed in:**
  (If Service was provided)

**Payment Currency**

- **US Dollars**
- **Foreign Currency & Type:**
  - i.e.: Euro, Pounds

<table>
<thead>
<tr>
<th>USD Amount to be paid:</th>
<th>Foreign Currency Amount to be paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount (USD)</td>
<td>Amount (FC)</td>
</tr>
<tr>
<td>(Conversion done by AP)</td>
<td>(Conversion done by AP)</td>
</tr>
</tbody>
</table>

**Washington University Account Distribution:**

<table>
<thead>
<tr>
<th>LC</th>
<th>Dept</th>
<th>SC</th>
<th>OBJ</th>
<th>Fund</th>
<th>Amount or %</th>
</tr>
</thead>
</table>

**Bank Information for Wire Transfers**

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

### Domestic Wires - Required Information

- Payee’s Name and Account number
- Payee’s Bank Name and Address
- ABA Number
- Payee Bank Account Number
- IBAN Number (European Transfer)
- Bank Name:
- Bank Address:
- Bank City, State, Zip, Country/Province:
- Bank ABA # (Domestic/US Wire)
- Bank Swift Code (International Wire)
- Intermediary Bank Name/Add’l Info
- Intermediary Bank ABA#
- Acct. Number; (may be provided if Intermediary bank is given)
- Additional Info; (if provided, see box above)

### International Wires - Required Information

- Payee’s Name and Account number
- Payee’s Bank Name and Address
- SWIFT Address/SWIFT Code (BIC)
- IBAN Number for European Transfer

### Additional Information

- Intermediary Bank
- Sort Code for United Kingdom
- BLZ Code for Germany & Austria
- For Further Credit Instructions

**Dean / Director / Department Head Approval**

(Required for Non-Purchase Order Transactions and Non-Original Supporting Documentation)

<table>
<thead>
<tr>
<th>Approval Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name and Title:</td>
</tr>
</tbody>
</table>

**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 but require Dean / Director / Department Head Approval.