



Please complete this form and attach any wire instructions with the Request for Payment Form. If you have any questions call 865-5371. All required fields MUST be filled in or wire cannot be sent.

**Preparer:** \_\_\_\_\_ **Telephone/ Extension:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Amount of money to be wired (Specify currency if other than US Dollars):** \_\_\_\_\_

**DOMESTIC OR FOREIGN WIRES:**

**Full Name of Beneficiary: (Has to match account's name exactly or wire will be returned by bank)**

Account Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip / Country: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Bank Information for DOMESTIC WIRES:**

Beneficiary Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City, State, Zip / Country: \_\_\_\_\_

Bank ABA/ Routing Number: \_\_\_\_\_

**Bank Information for FOREIGN WIRES:**

Beneficiary Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City, Country: \_\_\_\_\_

Swift Code: \_\_\_\_\_ IBAN Number:(Europe) \_\_\_\_\_

Branch Code:(Africa, Australia) \_\_\_\_\_ Clabe Code:(Mexico) \_\_\_\_\_

Sort Code:(United Kingdom) \_\_\_\_\_

**Intermediary Bank:**

Intermediary Bank Name: \_\_\_\_\_

Bank ABA/ Routing Number/ Swift Code: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City, State, Zip/Country: \_\_\_\_\_