



Send to Accounts Payable
MSN 3C1
Phone: 703-993-2580
Fax: 703-993-2589

Wire Transfer Request Form

Note: Wire transfer should only be requested when the vendor does not accept other payment methods. The preferred method is ACH, check, or P-Card.

Section A: Requesting Department Information

Department Name: _____
Contact Name: _____ Phone #: _____ Email Address: _____
Fund/Org/ Acct to be charged: _____ Purchase Order/Encumbrance#: _____
Signature of Approving official for Fund/Org: _____ Date: _____
Print Name: _____ Title: _____
OSP Approval required if Encumbrance # entered: _____

Section B: Payee Information

Payee G Number (if first time payee: please attach completed Sub.W9/W8): _____
Payee Name (as it appears on the account): _____
Check one (if applicable)
 Nonimmigrant visa holders or Foreign Entity and activities conducted in US.
 Non-US citizen, or Non-US Lawful Permanent Resident, or Foreign Entity and activities conduct outside the US.
Address: _____
City/ State/ Zip Code: _____ Country _____

Section C: Domestic Wire Information

Amount (USD): _____
Bank Name: _____
Bank Account Number: _____ ABA Routing Number: _____
Date Wire required by: _____
Memo Reference: _____

Section D: International Wire Information

Amount and Currency (e.g. U.S. Dollars, Euros, etc.): _____
Bank Account /IBAN No: _____
US Corresponding Bank Name and ABA# (if any): _____
International Bank Name: _____
Swift code: _____ IRC: _____
Country: _____ Date Wire required by: _____
Memo Reference: _____

For AP & Purchasing Use Only

Approved by: _____ Processed by: _____ Date: _____