

Wire Transfer Request Instructions

Important Reminders:

Wire transfers should only be requested when vendor does not accept any other payment methods. Preferred payment methods are P-Card, ACH, or check. Invoices will be paid in accordance with the [Virginia Prompt Pay Act](#). Please submit the form along with the invoice and other supporting documentation. If the invoice is from a subcontractor and the fund starts with number 2, send the request to the Office of Sponsored Programs (MSN 4C6 or ospsubs@gmu.edu) first for review and approve.

Section A: Requesting Department information

Dept. Name: Enter the name of your department.

Contact Name: Enter your name as the person Accounts Payable can contact with questions.

Phone Number: Enter your work telephone number.

Email address: Enter your work email address.

Fund/Org and account code to be charged: Enter the Fund or Organization (5 or 6 digits) and Account code (5 digits) to be charged. If there is an activity code associated with the charge, enter it here. A complete list of account codes is available online at: <http://fiscal.gmu.edu/expenditure-account-codes/>

Purchase Order/Encumbrance #: Enter the PO# or the E# for OSP encumbrance if applicable. Orders for goods or services may be required to be ordered/documentated in eVA in cases where the purchase is subject to competition. For additional details see [the Purchasing Snapshot](#) or email Purch1@gmu.edu with any questions.

Signature of Approving official for Fund/Org: signature of the approving official for the Fund/Org is required. Include printed name and title of the approving official.

If the payment is for a subcontract invoice and the fund starts with number 2, indicate the encumbrance number on the request and send the request to OSP for approval. Once approved, the request will be sent to Accounts Payable for processing.

Section B: Payee Information

Payee G Number: Enter the payee G number. If it is a first-time payee, complete and attach [Substitute W9 or W8 form \(W8-BEN-E\)](#).

Payee Name: Enter the name as it appears on the account

Check the appropriate box related to immigration status of payee

- If the payee is a nonimmigrant visa holder or Foreign Entity, and the activities are conducted in the United States, indicate visa status and send the form to International Tax, MS4B2. Contact the International Tax Coordinator at ext. 3-5223 or intlacct@gmu.edu for additional information regarding payments to nonimmigrant visa holders
- If the payee is a non-U.S. citizen OR non-US Lawful Permanent Resident or Foreign Entity and activities are conducted outside the United States, send the form and the [Statement for Services Completed Outside the U.S](#) to International

Tax, MS 4B-2.

- Contact the International Tax Coordinator at ext. 3-5223 or intlacct@gmu.edu for additional information.

Address: This field is optional. If the address is entered, you must enter the full street address, city, state and zip code

Section C: Domestic Wire information

Amount: Enter the amount of the request in U.S. dollars and cents. If the amount is \$2000 or more, Purchasing will need to approve the request.

Bank Name: enter the receiving financial institution name.

Bank Account Number: enter the payee bank account information.

ABA Routing Number: Enter the bank ABA routing number.

Date Wire required by: Enter the date that you would like the payment to be disbursed. Vendor invoices will be paid in accordance with the Virginia Prompt Pay Act.

Memo Reference: Use this section to provide AP with any special request. Otherwise, it can be filled with the vendor invoice number.

Section D: International Wire Information

Amount and Currency: Enter the amount of the request. AP can process the wire transfer either in U.S. dollars or in several foreign currencies (EUR, GBP, etc.). If the amount is \$2,000 or more, Purchasing will need to approve the request.

Bank Account Number: Enter the payee bank account information.

US corresponding Bank Name and ABA #: This field is optional. You can leave it blank if the information is not available.

International Bank Name and SWIFT/ IBAN code: enter the Beneficiary Financial Institution Name and the SWIFT/IBAN code.

Country: enter the name of the country.

Date Wire required by: Enter the date that you would like the payment released. Vendor invoices will be paid in accordance with the Virginia Prompt Pay Act.

Memo Reference: Use this section to provide AP with any special request. Otherwise, it can be filled with the vendor invoice number.