



UNIVERSITY OF HARTFORD

WIRE TRANSFER REQUEST FORM

Complete and send with required additional paperwork to the Accounts Payable Office
Please allow one week for completion of Wire Transfer Request once all required information is received by Accounts Payable

1. PAYMENT INFORMATION

Vendor/University ID #: _____ Vendor Name: _____

Currency Type: \$ USD Other: _____ Payment Amount: _____

Resident Country of Beneficiary: _____ Tax Exempt Country? Yes No – % of tax withholding: _____

Withholding Amount: _____ Net Wire Amount: _____

2. BENEFICIARY AND BANK INFORMATION (see page 2 for instructions)

Beneficiary Information:

A. Beneficiary Name: _____

B. Beneficiary Address: _____

City, State, Zip, Country: _____ Phone: _____

Bank Information:

C. IBAN: _____

SWIFT or ABA: _____

D. Beneficiary Account #: _____

E. Beneficiary Account Name: _____

F. Bank Name: _____

G. Bank Address: _____

H. Reference (i.e. Invoice #): _____

3. ACCOUNTING DISTRIBUTION INFORMATION

Fund	Org	Account	Amount
Total (must match the payment amount above):			

Business Purpose (must be completed):
Special Instructions:

4. INITIATING DEPARTMENT INFORMATION

Org/Department Name: _____ Phone Ext.: _____

Requested By: _____ Email: _____

Signature: _____ Date: _____

Authorized by*: _____ Email or Ext.: _____

Signature: _____ Date: _____

* Authorizing individual must have the proper level of approval authority for the U.S. dollar amount of the wire transfer.

OFFICE USE ONLY			
Accounts Payable Approved By:		Foreign Currency Rate:	
Accounts Payable Approved Date:		USD Value:	
Accounts Payable Approved Amount:		Wire Transfer Completed By:	
Bank Reference #:		Wire Transfer Process Date:	

BENEFICIARY AND BANK INFORMATION INSTRUCTIONS

- A. Name of person, company or the entity being paid by the University
- B. Mailing address and daytime phone number of the individual/company being paid by the University
- C. Bank Identification number, please provide the following:
 - a. ABA number: 9-digit transit routing number
 - b. SWIFT BIC code: 8-11 character alpha numeric code
 - c. IBAN: up to 30-digits alpha numeric code
- D. Bank account number of the beneficiary to receive funds
- E. Bank account name of the beneficiary to receive funds
- F. Name of bank or financial institution to receive funds for beneficiary
- G. Mailing address of the bank or financial institution to receive funds for beneficiary
- H. Reference to be included with wire transfer instructions for identification of wire by vendor

5. ADDITIONAL INFORMATION TO BE PROVIDED WITH WIRE TRANSFER REQUEST FORM

- A. Invoice or signed contract for product/service provided
- B. Tax Withholding form completed and signed by beneficiary
 - a. If a U.S. citizen, a W-9 form
 - b. If not a U.S. citizen, a W-8BEN form

Please Note:

- A foreign beneficiary may need to request either an Individual Taxpayer Identification Number (ITIN) or an Employee Identification Number (EIN) which may take up to 4-6 weeks. See W-8BEN for additional information.
- Foreign payments may be subject to up to a 30% withholding tax unless the beneficiary is a resident of a country with which the U.S. has an income treaty. For information on which countries have income treaties with the U.S., and any exemption requirements, please visit the IRS website: <http://www.irs.gov/publications/p901/ar02.html>

6. ADDITIONAL RESOURCES:

- W-9 form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- W-8BEN: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- W-8BEN instructions: <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
- U.S. income treaty information: <http://www.irs.gov/publications/p901/ar02.html>