

Request for Wire/ACH/Book Fund Transfer
Wake Forest University

Request for: ACH Wire Book Domestic International Fund Transfer

Template Name (if applicable) _____

Request Date: / /	Requestor's Name & Phone:
Payment Due Date: / /	Department Name:
Amount of Transfer:	\$ <input type="checkbox"/> USD <input type="checkbox"/> Other _____
Payee ("Beneficiary") Name & Address	
Bank Name	
Bank Address (if available)	
Account Name	
9 Digit Bank ABA Number "Transit Routing" (Domestic Only)	
Swift Number (International Only)	
Bank Account Number	
IBAN Number (International Only)	
Payment Support and Justification including Purpose: (Attach approved invoice or other documentation support)	

Departmental Ledger Account Number(s) to Charge: _____

For ACH only: I agree to contact the Accounts Payable office (downina@wfu.edu) if the funds in the selected bank account(s) are or will at any time be transferred from the above listed financial agencies, dollar for dollar, to financial agencies outside the territorial jurisdiction of the U.S. and provide additional information as requested.

Department Chair/Manager Approval _____

Funds Release Approvals (Two addl. approval signatures are required if request is \$200,000 or more)

Approved by: _____ Date: _____

Approved by: _____ Date: _____

FAS Use Only

Date Received: _____

WI- _____ (Request & Support to AP)

JE- _____ (Request & Support to Accting)

Initiated By: _____

Initiated Date _____

Released By: _____

Release Date: _____