

## Wire Transfer and ACH Form

Request For:  ACH  Wire  BookRequest Type:  Domestic  International**Originator / Requestor (Payer)**

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

Phone: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

**Beneficiary Information (Payee)**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Do you anticipate multiple payments to this supplier?  Yes  No

Please provide justification for requesting a manual wire / ACH:

Purpose of Payment:

 Check this box to confirm that you have attached an invoice and other supporting documentation**Payment Information**

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Payment Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Currency:  USD  Other: \_\_\_\_\_

Spend Category: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**Additional Worktags (if needed):**

Activity: \_\_\_\_\_

Gift: \_\_\_\_\_

Grant: \_\_\_\_\_

Project: \_\_\_\_\_

Other Worktags: \_\_\_\_\_

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## Beneficiary Bank Information

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

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

(Domestic) Bank ABA / Routing Number: \_\_\_\_\_

(International) Swift Number / BIC: \_\_\_\_\_

(International) IBAN Number: \_\_\_\_\_

## Intermediary Bank Information

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

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

ABA / SWIFT / BIC Number \_\_\_\_\_

**For ACH only:** Check this box if you agree to contact the Accounts Payable office (ap@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.

## Spend Authority Approvals

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Finance Use Only

Date Received: \_\_\_\_\_

Initiated Date: \_\_\_\_\_

Initiated By \_\_\_\_\_

Date Released: \_\_\_\_\_

Released By: \_\_\_\_\_

JE- \_\_\_\_\_ (Route to AP)

WI- \_\_\_\_\_ (Route to Accounting)

Check this box to indicate you have verbally confirmed banking information with the payee

Check this box to indicate you have verbally confirmed transaction approval with the associated department/cost manager

*Finance approval required for non-templated wires:*

Finance Approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_