

Request for Wire/ACH/Book Fund Transfer

Wake Forest University

Request for: ACH Wire Book

Type of transfer: 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 Currency:
Payee ("Beneficiary") Name & Address	
Bank 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)	

Please check this box to indicate you have verbally confirmed the banking information with the payee.

Do you anticipate multiple payments to this supplier? Y or N

Departmental Worktags to Charge:

For ACH only: I 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.

Department Chair/Manager Approval _____

<u>Funds Release Approvals</u> (Two addl. approval signatures are required if request is \$200,000 or more)	
Approved by: _____	Date: _____
Approved by: _____	Date: _____

<u>FAS Use Only</u>	
Date Received: _____	WI- _____ (Request & Support to AP)
	JE- _____ (Request & Support to Accting)
Initiated By: _____	Initiated Date _____
Released By: _____	Release Date: _____