



Procurement Services
Bank Instructions for Wire Transfers

1. Submit this form ONLY if the bank information is not provided on the supplier's invoice/statement.
2. Wire transfer payments are for foreign suppliers ONLY. U.S. payees must enroll in other electronic payment methods with Payment Services (EFT, e-Payables, etc.).
3. Final exchange rate is based on the currency value of the day wire transfer is completed.

International Wire Transfers	
Supplier Name or Traveler Name	
Address	
Country	
Beneficiary Name (if different from Supplier/Traveler)	
Email Address	
Bank Name	
Bank Address	
Currency	
SWIFT /BIC	
IBAN/Account Number	
Intermediary Bank Information (if required)	
BSB (Australia only)	
CLABE (Mexico only)	

Domestic Wires – Finance and Payroll Use Only	
Supplier Name	
Address	
Beneficiary Name (if different from Supplier Name)	
Bank Name/Address	
Routing/ABA Number	
Account Number	

Definitions

ABA – American Banking Association; commonly known as routing number

Beneficiary Name – Exact name on the bank account of payee

Beneficiary Bank – Payee’s banking institution; also referred to as receiving bank

BSB – National routing code for Australia

CLABE – Clave Bancaria Estandarizada; 18-digit bank account number and mandatory for wire transfer to Mexico

IBAN – International Bank Account Number; A series of up to 34 alphanumeric characters that uniquely identifies a customer’s account held anywhere in the world

Intermediary Bank – Bank institution that funds go through to deliver money to the final beneficiary account. Most often used when the originating bank does not have a direct relationship with receiving bank.

SWIFT BIC – Standard format for Business Identifier Code (BIC) for members of the SWIFT network that identifies bank and financial institutions worldwide; used for exchanging messages between banks

SWIFT – Society for Worldwide Interbank Financial Telecommunication; to identify a specific bank for international wire transfer