MONTCLAIR STATE UNIVERSITY

WIRE TRANSFER REQUEST FORM

THIS IS A FILLABLE PDF. DO NOT SUBMIT HAND WRITTEN FORM

Wire Payment Recipient Information

TO BE COMPLETED BY RECIPIENT

Recipient Name First and Last Name	
Recipient Address: Street City State, Postal Code Country	

Recipient Bank Information

TO BE COMPLETED BY RECIPIENT

Account Number	
Bank Name	
Bank Address: Street City State, Postal Code Country	
SWIFT	
IBAN	

Intermediary Bank Information – if applicable

TO BE COMPLETED BY RECIPIENT

Account Number	
Bank Name	
Bank Address Street City State, Postal Code Country	
SWIFT	
IBAN	

Payment Amount

TO BE COMPLETED BY MSU

USD – Amount	
Foreign Currency **(if payment not in USD)**	
Foreign Currency – Amount	
USD – Equivalent	

Payment Purpose – Provide Details	

MSU Workday Information

Cost Center #	
Fund#	
Gift, Grant, Project# if applicable	
Spend Category	
Supplier ID	
PO# If applicable	

Cost Center Manager   Date:

Cost Center Manager Signature:

ATTACH ALL DOCUMENTATION (INVOICE AND OFFICIAL WIRE DETAILS)

FORMS CONTAINING BLANKS WILL NOT BE PROCESSED

Must attach Invoice and Official wire details from receiving bank. Companies may include their wire instruction on their invoice

Instructions for Wire Transfer Request Form

- **Wire Payment Recipient Information section**

This section should be completed by the Recipient of the wire transfer. The recipient should provide:

- <u>Name</u> - including first and last name
- <u>Address</u> - including street, city, country and postal code

- **Recipient Bank Information**

This section should be completed by the Recipient of the wire transfer. The recipient should provide:

- <u>Account Number</u> - bank account number of the recipient
- <u>Bank Name</u> - Name of the bank where the account is held
- <u>Bank Address</u> - including street, city, country and postal code of the bank
- <u>SWIFT Number</u> - Provide the SWIFT code of the bank account. SWIFT code has 8 to 11 alphanumeric characters
- <u>IBAN Number</u> - Provide the IBAN code of the bank account. IBAN consists of 32 alphanumeric characters

The recipient should provide an official document to confirm the provided banking information, either an invoice or wiring instruction from the bank.

- **Intermediary Bank Information**

This section should be completed by the Recipient of the wire transfer, if there is an Intermediary Bank involved. The recipient should provide:

- <u>Bank Name</u> - Name of the bank
- <u>Bank Address</u> - including street, city, country and postal code of the bank
- <u>SWIFT Number</u> - Provide the SWIFT code of the bank account. SWIFT code has 8 to 11 alphanumeric characters
- <u>IBAN Number</u> - Provide the IBAN code of the bank account. IBAN consists of 32 alphanumeric characters

- **Payment Amount**

This section should be completed by the Cost Center Manger. Please provide:

- <u>USD Amount</u> - Payment amount in USD
- <u>Foreign Currency</u> - If payment is required to be made in foreign currency, provide the currency name (examples: EUR, GBP)
- <u>Foreign Currency Amount</u> - Provide the payment amount in foreign currency
- <u>USD Equivalent</u> - Provide the payment amount at the current exchange rate against the USD value. Note: USD equivalent will change based on the actual payment date and exchange rate quoted by the bank at the time of wire payment. There may be additional charges posted to your cost center resulting from foreign currency adjustment.
- <u>Payment Purpose</u> – Provide details and reason for the payment

- **MSU Workday Information**

This section should be completed by the Cost Center Manger. Please provide:

- Enter the Workday values for the following: Cost Center, Fund, Gift/Grant/Project, if applicable,
- Enter Spend category, required
- Enter Supplier ID, required
- Enter PO#, if applicable