1. **PAYMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor/University ID #:** |  | **Vendor Name:**  |  |
| **Currency Type:**  **[ ]  $ USD** | **[ ]  Other:** |  | **Payment Amount:** |  |
| **Resident Country of Beneficiary:** |  | **Tax Exempt Country?** | **[ ]  Yes** **[ ]  No – % of tax withholding:** | \_\_\_\_\_\_\_\_\_\_ |
| **Withholding Amount:** |  | **Net Wire Amount:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **BENEFICIARY AND BANK INFORMATION (see page 2 for instructions)**

|  |
| --- |
| **Beneficiary Information:** |
| **A.** | **Beneficiary Name:** |   |
| **B.** | **Beneficiary Address:** |   |
|  | **City, State, Zip, Country:** |   | **Phone:** |  |
| **Bank Information:** |
| **C.** | **IBAN:** |   |
|  | **SWIFT or ABA:** |  |
| **D.** | **Beneficiary Account #:** |   |
| **E.** | **Beneficiary Account Name:** |  |
| **F.** | **Bank Name:** |   |
| **G.** | **Bank Address:** |   |
| **H.** | **Reference (i.e. Invoice #):** |  |

1. **ACCOUNTING DISTRIBUTION INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fund** | **Org** | **Account** | **Amount** |  | **Business Purpose (must be completed):** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **Special Instructions:** |  |
| **Total (must match the payment amount above):** |  |  |  |

1. **INITIATING DEPARTMENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Org/Department Name:** |   | **Phone Ext.:** |   |
| **Requested By:** |   | **Email:** |   |
| **Signature:** |   | **Date:** |   |
| **Authorized by\*:** |  | **Email or Ext.:** |  |
| **Signature:** |  | **Date:** |  |
| \* Authorizing individual must have the proper level of approval authority for the U.S. dollar amount of the wire transfer. |

**BENEFICIARY AND BANK INFORMATION INSTRUCTIONS**

1. Name of person, company or the entity being paid by the University
2. Mailing address and daytime phone number of the individual/company being paid by the University
3. Bank Identification number, please provide the following:
	1. ABA number: 9-digit transit routing number
	2. SWIFT BIC code: 8-11 character alpha numeric code
	3. IBAN: up to 30-digits alpha numeric code
4. Bank account number of the beneficiary to receive funds
5. Bank account name of the beneficiary to receive funds
6. Name of bank or financial institution to receive funds for beneficiary
7. Mailing address of the bank or financial institution to receive funds for beneficiary
8. Reference to be included with wire transfer instructions for identification of wire by vendor
9. **ADDITIONAL INFORMATION TO BE PROVIDED WITH WIRE TRANSFER REQUEST FORM**
10. Invoice or signed contract for product/service provided
11. Tax Withholding form completed and signed by beneficiary
	1. If a U.S. citizen, a W-9 form
	2. If not a U.S. citizen, a W-8BEN form

**Please Note:**

* A foreign beneficiary may need to request either an Individual Taxpayer Identification Number (ITIN) or an Employee Identification Number (EIN) which may take up to 4-6 weeks. See W-8BEN for additional information.
* Foreign payments may be subject to up to a 30% withholding tax unless the beneficiary is a resident of a country with which the U.S. has an income treaty. For information on which countries have income treaties with the U.S., and any exemption requirements, please visit the IRS website: http://www.irs.gov/publications/p901/ar02.html
1. **ADDITIONAL RESOURCES:**
* W-9 form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
* W-8BEN: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
* W-8BEN instructions: <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
* U.S. income treaty information: <http://www.irs.gov/publications/p901/ar02.html>