UNIVERSITY OF WYOMING

Accounting Office

WIRE REQUEST FORM

Overview

Payments made by wire are handled by the UW Accounting Office. Domestic wires are usually an exception. We request that, if the supplier has a U.S. Bank account, it be set up via ACH and contact suppliers@uwyo.edu. For additional information, including the required documentation, please see the Foreign Wire Payments QRG.

General Instructions

- Allow 1–2 weeks for processing time.
- Submit this completed form and required documentation to uwaccts@uwyo.edu with the subject line "Foreign Wire Request" and the date of your request. Please do not fill out section under "Accounting Office Only".
- Do NOT send PO invoices to Accounts Payable.
- Ensure the supplier is set up for wire payments.
- Receive PO amount in WyoCloud if applicable.

Requester Information

Requester Name	
Request Date	
Department	
Email	
Phone	

Payment Information

☐ Purchase Order or ☐ Non-PO Invoice

Due Date	
Invoice Number	
Currency Type	
Payment Amount	
Accounting String (for Wire Fees)	

Beneficiary Information

Beneficiary/Account Name	
Beneficiary Address (Cannot Be PO Box)	
Beneficiary Phone	

International Bank Information

Bank Name	
Physical Bank Address (Cannot Be PO Box)	
SWIFT/BIC	
IBAN (International Bank Account Number)	
Secondary Account Number (if applicable)	
Transit Number (Canada Only)	

***If the foreign bank has an intermediary US bank, please send that bank information along with this completed form.**

Additional Country-Specific Banking Information (Complete if Applicable)

Australia – 6-Digit BSB Code	
Central & South America – Individual Name	
Central & South America – Phone Number	
India – 11-Digit IFSC Routing Code	
India – Remitter/Beneficiary Relationship	
Jamaica – 5-Digit Branch Transit Number	
Mexico – 18-Digit CLABE	
New Zealand – 6-Digit Routing Code	
Pacific Rim/Oceana – Individual Name	
Pacific Rim/Oceana – Phone Number	
Peru (20 digit CCI number)	
Peru – Beneficiary's Tax ID Number	

----------**Accounting Office Only**----------

FIB Account Number	
Wire Fee	
Total Wire	

☐ **Check if Recurring Wire**

Authorized Accounting Signature: _____ Date: _____

Accounting Approval: _____ Date: _____