

WIRE/BANK DRAFT REQUEST

All information must be completed in its entirety and forwarded to General Accounting. All wire and draft transactions need to be received by General Accounting by Friday to ensure processing by the following Wednesday.

DEPARTMENT NAME: _____

CONTACT NAME, EMAIL & PHONE: _____

DATE NEEDED: _____

Select One: *Foreign Currency* _____ *Specify* _____ *US Dollars* _____

Beneficiary Name: _____

Vendor / Payee Name: _____

Vendor / Payee Address: _____

Amount in US Dollars \$ _____ Amount in Foreign Currency _____

WIRE INFORMATION

	PRIMARY BANK	INTERMEDIARY BANK (if needed)
Bank Name		
Address of Bank		
IBAN # (Preferred)		
Vendor Bank Account #		
Routing Code (SWIFT)		
Other Routing Information		
ABA		
SWIFT/BIC		
CHIPS ID		
SORT CODE		
TRANSIT NUMBER		
BLZ CODE		
Other Information		

PURPOSE OF BANK DRAFT / WIRE _____

BANNER FUND & ACCOUNT NUMBER(S) _____

Note: Wire Fee charged by Western Union: \$5.00 for foreign currency; \$25.00 for USD; wire fee must be charged to a non-general fund

BUDGET AUTHORITY SIGNATURE _____

DATE _____