

Your request for a wire transfer will be submitted based on the information that you provide on this form.

INTERNATIONAL ELECTRONIC PAYMENT

Please note, payments submitted via electronic transfer are done as exceptions. The University's preferred payment method is the procurement card or a check issued through the Disbursements office. The department requesting an electronic payment is responsible for verifying the banking information with the supplier.

Provide the following information to the Disbursements office:

- A completed Generic Voucher
- The respective invoice
- Contract details (if applicable)
- Foreign National Payment Form (if applicable)
- A completed Domestic Electronic Payment Form

To prevent form being returned to you, please complete each field as required. Please contact Accounts Payable at acctspay-dept@wmich.edu or 269-387-4253 if you have any questions.

➤ Bank Information

- Destination Country: _____
- Destination Currency: _____
- Bank SWIFT Code (bank identifier code): _____
- Sort Code CC: _____
- Bank Name: _____
- Bank Address: _____

➤ Intermediary Bank SWIFT BIC: _____ ABA#: _____

➤ Beneficiary Information

- IBAN Number/Account number: _____
- CLABE Number (for Mexico transfers, 18 digits): _____
- Beneficiary Name (as appears on bank account): _____
- Beneficiary Street Address: _____
- Beneficiary City: _____
- Beneficiary Province/Region/State: _____
- Beneficiary Postal/Zip Code: _____
- Reference to Beneficiary (invoice #): _____

➤ Payment Information

- Amount to be transferred: _____

-----Departmental Use-----

I, (print name) _____ have verified the banking information via a phone call with the supplier/payee and confirm the banking information details are accurate.

Department: _____

Phone: _____

Signature: _____

Date: _____