

Wire Transfer Request Instructional Guide

This guide is designed to aid in the completion of the Wire Transfer/Foreign Currency Request Form.

Each line item on the request form is identified with a brief description and/or purpose of information.

Please attach this form to the payee request in Workday

If you have questions regarding this process, please submit a Service Now ticket through the portal.

*** Please complete all required fields that are notated with an asterisk and include supporting documentation.**

Wire Transfers

A wire transfer allows Georgia Tech to pay recipients electronically and is customarily restricted to international payees, due to additional administrative cost and bank fees. The use of wire transfer for domestic suppliers is not recommended. Domestic suppliers can be paid electronically through establishment of a Bank of America PayMode ACH account.

Filling out a Wire Transfer Form

This form can be used to request wire payment or bank draft for the purchase of tangible goods from a non U.S. company or for services and expense reimbursements to foreign bank accounts.

*Workday Ref#	Please enter the Workday reference number of the payment
*Due Date	Please enter the date the transfer payment is due. This must be at least 3 days from the date that the form is submitted to Accounts Payable. Additional time is required if the supplier has not already been set-up or if other procurement processes must be completed.
Supplier of ECM#	Please enter the vendor number, if available.
Invoice Number	Please enter the invoice number, if available.
*Description of Purchase/Service or Business Purpose	Please specify the business purpose i.e. type of purchase or services. Please select the box <i>see below</i> if service(s) performed on Foreign Soil. <input type="checkbox"/> 100% of Service provided on Foreign Soil
*Payee	Please enter legal name of vendor or individual.
*Payee Address	Please enter the full and complete street address. This is required by Treasury to execute funds transfer and for completion of the vendor record in PeopleSoft.
	Payee/Vendor Bank Information for Wire Transfer

<p>*Payee/Account Holder Name</p>	<p>Please enter the name of the bank account holder. This name should match the payee on the supporting documentation.</p>
<p>*Recipient Account Number or IBAN</p> <p><i>*Please do not write word Account or IBAN in front of the number</i></p>	<p>Please enter the Account Number (USA/Non-European) or IBAN</p> <p><u>Account Number</u></p> <p>*Please enter for Non-European Countries: An <i>account number</i> is used in conjunction with the Swift/BIC code.</p> <p>Examples of Non-European Accounts are:</p> <p>KOREA – Account Number 180-000-123609 SWIFT/BIC: SHBKCRSE</p> <p>HONG KONG – Account Number 447-2-225729-4 SWIFT/BIC: SCBLHKHHXXX</p> <p><u>IBAN</u></p> <p>The IBAN is used throughout Europe and some Asian and African countries.</p> <p>*Please enter for European Countries: An IBAN is used in conjunction with the SWIFT/BIC code.</p> <p>Examples of European Accounts are:</p> <p>ITALY – IBAN Number IT60 X054 2811 1010 0000 0123 456 SWIFT/BIC: BITAITR1318</p> <p>NORWAY – IBAN Number NO93 8601 1117 947 SWIFT/BIC: CHASNOKKXXX</p> <p>Countries conforming to the IBAN number include:</p> <p>Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, French Guiana, Germany, Gibraltar, Great Britain, Greece, Guadeloupe, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Luxembourg (including Canary Islands), Martinique, Malta, The Netherlands, Norway, Poland, Portugal, Reunion, Slovenia, and Spain.</p> <p>Examples of European IBAN #s are as follows:</p> <p><i>Denmark DK5000400440116243</i> <i>Finland FI21123456000000785</i></p>

	<p>Germany DE89370400440532013000 Norway NO9386011117947 Sweden SE35500000054910000003 Switzerland CH9300762011623852957</p> <p>NOTE: for wire transfer to Mexico, the banks require a similar code called a "CLABE" number. The CLABE number can be entered in this field.</p>
<p>*Bank Routing Number (ABA, SWIFT, BIC)</p> <p><i>*Note: ABA (American Banker's Association) code or routing number is for USA wires ONLY.</i></p>	<p>Please enter the bank routing number of the vendor or individual</p> <p>*Non-European Countries: The Bank Routing Number/SWIFT/BIC code is used in conjunction with an account number.</p> <p>Examples of Non-European Bank Routing/SWIFT/BIC are:</p> <p>KOREA – Account Number 180-000-123609 Bank Routing/SWIFT/BIC: SHBKKRSE</p> <p>HONG KONG – Account Number 447-2-225729-4 Bank Routing/SWIFT/BIC: SCBLHKHHXXX</p> <p>-----</p> <p>*European Countries: The Bank Routing Number/SWIFT/BIC code must be provided for foreign/overseas wires and is used in conjunction with an IBAN number.</p> <p>Examples of European Bank Routing/SWIFT/BIC are:</p> <p>GERMANY – IBAN Number DE89 3704 0044 0532 0130 00 Bank Routing/SWIFT/BIC: COBADEFFXXX</p> <p>SWITZERLAND – IBAN Number CH39 0070 0115 2018 4917 3 Bank Routing/SWIFT/BIC: ABNACHZ8XXX</p> <p>*Note: When entering SWIFT/BIC code, USE CAPITAL LETTERS</p>
*Bank Name	Please enter the name of the financial institution receiving the transfer.
*Bank Address	Please provide the bank address. This is required by Treasury to execute funds transfer.
*Total Amount	<p>Please enter the amount you wish to transfer.</p> <p>*Example: 78,900 (Please verify number match supporting documentation)</p>

*Currency	Please specify currency type such as USD, EUR, GBP *Please verify currency type match supporting documentation
*Project #	Please enter the project number. For split project funding, please attach an additional page if projects exceed the available lines on form. Please do not enter project (s) if processing payment from BuzzMart PO Encumbrance.
*Account Code	Please enter the expense account number. For split account funding, please attach an additional page if projects exceed the available lines on form. Please do not enter project (s) if processing payment from BuzzMart PO Encumbrance.
*Amount	This is the amount of your wire transfer that will be booked to the project and account code referenced on form.
*Authorized Dept. Approval Signature	The request must be signed by a designated departmental financial approver, Dean, Director, or VP/Provost, that has authorization for expenditure using the designated funds.
*Print Name and Title of Approver	Please print the name and title of approver.
*Supplemental Approval (\$3000+) and Title	Please be sure to provide a second signature in this field if the amount you wish to send exceeds \$3000 before submitting to accounting.
*Supplemental Approver Signature	Please print the name and title of Supplemental Approver if request exceeds \$3000.
*Contact Name	Please provide the name of the contact person.
*Contact Phone#	Please provide a number where the contact person can be reached.
IRS W-8 on File?	For AP use only
Visual Compliance Verification on File?	For AP use only

*Please include the following supporting documentation when submitting the Wire Transfer/Foreign Currency Check Request Form:

- Invoice/receipt documentation to support currency type and wire transfer amount for goods or services
- TES for non-employee travel reimbursement
- Invitation letter or flyer/announcement for honoraria, award, or stipend payments
- Documentation from the payee to support Bank Name, Bank Address, and bank information with **Account/ABA** (USA Wires), **IBAN/SWIFT/BIC** (Europe and some

Asian and African countries), or **Account/SWIFT/BIC** (non-European countries such as HONG KONG, KOREA)