**Wire Transfer Request Form Quick Reference Guide**

Last Updated: 05/04/2020

This QRG outlines the details on how to complete the Wire Transfer Request Form. All wire transfers must have a completed form attached to and submitted with the ZV60.

Jump Links: Accessing the Form, General Form Instructions, Section 1. Beneficiary and Bank Information, Section 2. Intermediary Bank Information (if applicable), Section 3. Transaction Details, Section 4. Authorization, Save and Attach

Accessing the Form

The Wire Transfer Request Form is linked on the Treasury Operations website.
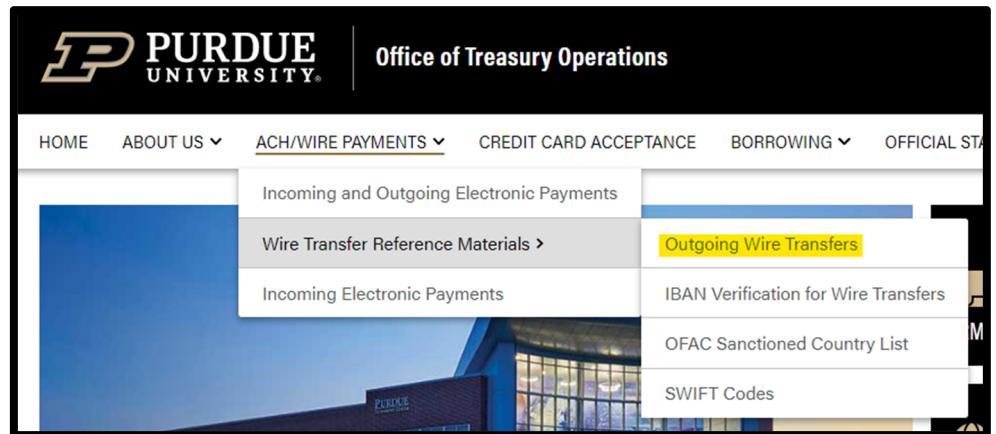
General Form Instructions

Purdue University
Office of Treasury Operations
Revised 3/2020

WIRE TRANSFER REQUEST

PLEASE TYPE RESPONSES IN THE FORM FIELDS, DO NOT FILL OUT BY HAND

Beneficiary must complete sections 1, 2, 4.a. unless payment information can be validated by:
- An invoice or other document from the beneficiary with all required Beneficiary and Bank information **attached** (see sections 1 and 2 for details required). Check box to the right, fill in Beneficiary Name in section 1, and then complete sections 3 and 4.b.
- A confirmation of a previous payment by wire to this beneficiary in the last 18 months **attached**. Check box to the right, fill in Beneficiary Name in section 1, and then complete sections 3 and 4.b.

Beneficiary must complete…	The beneficiary of the wire transfer must complete sections 1, 2, and 4.a. unless the department creating the payment is able to check one of the boxes at the top of the form, in which case sections 1, 2, and 4.a. should remain blank except for the Beneficiary Name.
An invoice…	If the department creating the payment has an invoice or other document from the beneficiary which clearly provides the information requested in sections 1 and 2, the department may attach that document to the ZV60, check the box on the Wire Transfer Request form, and then complete sections 3 and 4.b., and the Beneficiary Name in section 1.
A confirmation…	If the department creating the payment has a confirmation from a previous wire to the same beneficiary in the last 18 months, the department may attach that document to the ZV60, check the box on the Wire Transfer Request form, and then complete sections 3 and 4.b., and the Beneficiary Name in section 1. Confirmation would have been attached to the ZV60 after the last wire transfer went through. Make sure the information has not changed and nothing is missing.

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Section 1. Beneficiary and Bank Information
to be completed by beneficiary or left blank except for the Beneficiary Name

1. BENEFICIARY AND BANK INFORMATION

Beneficiary Name: _____

Address: _____

Country: _____ Email: _____ Phone: _____

Name on Bank Account: _____

Note: The name on the bank account MUST match the beneficiary name unless there is clear and legal documentation attached showing that one is doing business as (dba) the other.

Bank Name: _____ Bank Country: _____

Account Number/IBAN: _____ SWIFT/BIC/ABA: _____

Bank Address: _____

Electronic Funds Transfer Country Requirements should be reviewed for any additional required input concerning CNAPS / BSB / Sort/ Transit / Routing Code /Purpose of Payment / etc.:

Currency-specific required information: _____

Beneficiary Name	Recipient of funds. Must be the individual/company with whom we are doing business. To be filled out even if the rest of section 1 is left blank.
Address	Street Address, City, State/Province, and Postal Code of recipient of funds.
Country	Country of recipient of funds.
Email	Email address of recipient of funds. If the beneficiary is a company, this should be a company email address.
Phone	Phone number of recipient of funds. If the beneficiary is a company, this should be a company phone number.
Name on Bank Account	The name on the bank account as it appears on the beneficiary's bank statement; must be for an account owned by the individual/company with whom we are doing business. The title may be different from the beneficiary name. For example, for electronic payments to Purdue, the beneficiary is the individual department name, but the Name on Bank Account is *Purdue University Incoming Electronic Payments*. Another example is when there is a dba (doing business as) payment.
Bank Name	Name of financial institution. NOTE: The full name of the financial institution may not fit in the space provided. Please enter as many characters as possible.
Bank Country	Country of financial institution.
Acct Number/IBAN	Account number or International Bank Account Number (IBAN). An IBAN is always preferred over an account number, so if a vendor provides both, use the IBAN.
SWIFT/BIC/ABA	Enter the SWIFT, BIC, or ABA (Routing Number) here.
Bank Address	Street Address, City, State/Province, and Postal Code of financial institution
Currency-specific required information	Electronic Funds Transfer Country Requirements should be reviewed for any additional required input for any foreign currency payment including CNAPS / BSB / Sort / Transit / Routing Code / Purpose of Payment / etc. Please indicate both the type of information and the actual information on the line. For example, "CNAPS: ############" (the 12 symbols indicate the 12 digits of a CNAPS number).

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Section 2. Intermediary Bank Information (if applicable)
to be completed by beneficiary or left blank

This section is only necessary if provided by the beneficiary. Accurate intermediary bank information will expedite payment and help reduce banking fees for the beneficiary.

2. INTERMEDIARY BANK INFORMATION (if applicable)
Bank Name: _____ Bank Country: _____
Account Number/IBAN: _____ SWIFT/BIC/ABA: _____

Bank Name	Name of the intermediary financial institution. <u>NOTE</u>: The full name of the financial institution may not fit in the space provided. Please enter as many characters as possible.
Bank Country	Country of intermediary financial institution
Account Number/IBAN	Account number or International Bank Account Number (IBAN) of intermediary bank. An IBAN is always preferred over an account number, so if a vendor provides both, use the IBAN.
SWIFT/BIC/ABA	Enter the SWIFT, BIC, or ABA (Routing Number) here.

Section 3. Transaction Details
to be completed by Purdue department creating the payment

3. TRANSACTION DETAILS
Currency to be sent: _____ Amount: _____
Invoice #: _____ Memo: _____

Currency to be sent	Currency on the invoice or other documentation of payment to be made.
Amount	Amount on the invoice or other documentation of payment to be made. Should be in the currency to be sent.
Invoice #	Invoice number.
Memo	Pertinent remittance information

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Section 4. Authorization

4. AUTHORIZATION

a. Beneficiary Only

I certify that the information above is correct, that I am an authorized signer or designee of the account listed above, and that I am authorized to provide this information.

I hereby request Purdue University to transfer funds to the account and financial institution above.

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

b. Purdue Only

By attaching this form to a ZV60 I certify the following:

The information provided to make this payment has been appropriately verified with the beneficiary.

I understand that the Office of Treasury Operations cannot control the date funds are <u>available</u> to the beneficiary.

Name: _____

Department: _____

Email: _____

Phone: _____

a. Beneficiary Only	If sections 1 and 2 have been filled out, the beneficiary must complete this section
b. Purdue Only	To be completed by Purdue department creating the payment

Save and Attach

Once form is complete, save document and attach saved file to the ZV60.

Further resources and instructions for completing the ZV60 can be found on Purdue's Finance Training page, under Accounts Payable – ZV60 Transaction References.

Email treasury@purdue.edu with further questions about the Wire Transfer Request Form.