

## International Wire Transfer Request

- Request must be received 7 business days prior to due date
- Cut off time for transfers is 2:00 pm
- Attach invoice to request
- Provide as much detail as possible

### Required Information

Beneficiary Bank: \_\_\_\_\_

Bank Identifier Code (BIC)/Swift: \_\_\_\_\_

SWIFT/CHIPS/Account Number: \_\_\_\_\_

IBAN Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address 1: \_\_\_\_\_

Bank Address 2: \_\_\_\_\_

Bank City, Country: \_\_\_\_\_

Beneficiary Account Number: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Beneficiary Address 1: \_\_\_\_\_

Beneficiary Address 2: \_\_\_\_\_

Beneficiary City, Country: \_\_\_\_\_

Currency: \_\_\_\_\_

Amount: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Payment Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Due Date: \_\_\_\_\_

Pay From:

Fund: \_\_\_\_\_

Account: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_