

Bank Wires
University of Florida

***WE MUST KNOW CURRENCY TYPE TO ADD BANK WIRE INFO**

Wire Date		Dept ID	
Amount		*Currency	
Name of Account Holder			
Address of Account Holder			
Bank Name			
Bank Address			
Bank Account Number			
IBAN (European Banks Require)			
Bank Routing Number (ABA in U.S.)			
Swift Code and International Routing Code (IRC)			
3rd Party Bank Name (if necessary)			
3rd Party Bank Address (if necessary)			
PeopleSoft AP Voucher Number			
Reference Information to Identify Wire (helpful to identify wire at other end)			
Charge Wire Fee to Chartfield string			
Preparer's Name (print)			
Preparer's Signature			
Preparer's Phone Number			
Supervisor's Name (print)			
Supervisor's Signature			

Complete the attached form with the required information for the bank wire
 Email: University Treasury Management at investments@admin.ufl.edu or
 Fax: (352) 846-3576
 Send backup documentation along with the wire form

Contact us with questions at investments@admin.ufl.edu or (352) 392-2441.

****Treasury Management performs Foreign Currency wires and Emergency wires. Disbursements performs USD wires.**

When paying a supplier by wire, send an email to payments@admin.ufl.edu with "Bank Wire Voucher" as the subject line to prevent the check from being printed. If a new supplier is needed, contact addsupplier@ufl.edu to have the supplier added to PeopleSoft.

There are fees for performing a bank wire: \$4.00 for domestic wires, \$12.00 for foreign wires.

Released By: _____

Treasury Management will process an unencumbered **E2R (Expense to Revenue)** transaction in PeopleSoft to assess these fees to the Department.

Date Released: _____