

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 the other end)			
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: Banking & Merchant Services at investments@ad.ufl.edu or
 Fax: (352) 846-3576
 Send backup documentation along with the wire form

Contact us with questions at investments@ad.ufl.edu or (352) 392-9057.

****Banking & Merchant Services 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, \$5.00 for foreign wires. However, these fees are absorbed by the University of Florida Controller's Office.

Released By: _____

Date Released: _____