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 vendor is needed, contact addvendor@ufl.edu to have the vendor 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: \_