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](mailto: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](mailto: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](mailto: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](mailto: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: \_