

**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, click on the following link: <https://uf.tfaforms.net/f/Finance-Hub> and select the payments option. If a new supplier is needed, follow the same link and select the supplier option.

**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: \_\_\_\_\_