

**Your request for a wire transfer will be submitted based on the information that you provide on this form.**

## INTERNATIONAL ELECTRONIC PAYMENT

To submit an international electronic payment, the request for transfer is presented to the Disbursements office via a completed Generic Voucher with the respective invoice, contract details (if applicable), foreign national payments form (if applicable), and the information requested below.

Please note, payments submitted via electronic transfer are done as exceptions. The University's preferred payment method is the procurement card or a check issued through the Disbursements office. **The department requesting an electronic payment is responsible for verifying the banking information with the supplier.**

Provide the following information to the Disbursements office:

- A completed Generic Voucher
- The respective invoice
- Contract details (if applicable)
- Foreign National Payment Form (if applicable)
- A completed Domestic Electronic Payment form

➤ **Payment Information**

- **Amount to be transferred:** (identify currency)
- **Transfer to be issued in:** currency (example - British Pounds; Yen; Euro; Dollars)

➤ **Beneficiary Information**

- **Bank Name:**
- **ABA /Routing Number** (if there is a U.S. affiliate bank):
- **Bank Address** (Street Name and Number, City, Country):
  
- **Sort Code:**
- **BIC (Bank Identifier Code)** (aka: Swift address):
- **IBAN Number** (for European Union transfers):
- **CLABE Number** (for transfers to Mexico – 18 digit):
- **Beneficiary/Recipient Account Name:**
- **Beneficiary/Recipient Address:**
- **Beneficiary/Recipient Bank Account Number:**
- **Reference Information** (any additional information for the receiving bank or beneficiary - i.e., invoice number, reason for payment, etc.):

I, (print name) \_\_\_\_\_ have verified the banking information via a phone call with the supplier and confirm the banking information details are accurate.

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Accounts Payable at acctspay-dept@wmich.edu or 269-387-4253 if you have questions.