

TUFTS UNIVERSITY

- No handwritten requests will be accepted.
- Beneficiary bank information must be on invoice or included in beneficiary letter/email and must be attached along with requisitions, PO check vouchers, travel forms, etc.

Prepared by: _____
 Telephone: _____
 Date: _____

REQUEST FOR WIRE TRANSFER ONLY

Country of destination for wire: _____
 Currency to be paid: _____ Amount to be paid: _____

OR

US Dollars to be converted into the above currency: \$ _____

BENEFICIARY INFORMATION

Beneficiary Name: _____

(Must match exactly as it appears on their account at their bank)

Maximum 35 characters

Beneficiary City: _____

Beneficiary Country: _____

Beneficiary Email: _____

Beneficiary Phone: _____

Beneficiary Account Number: _____

(IBAN # for Europe) (CLABE # for Mexico) (IFSC # for India)-- This information is required

Beneficiary Bank Swift Code (8 or 11 digits) or ABA # for US Banks (9 digits): _____

Beneficiary Bank Name: _____

Note: Bank information MUST be attached to this request form as shown on beneficiary invoice, e-mail, letterhead, etc.

INTERMEDIARY BANK

(If an intermediary bank is required to transfer the funds to the beneficiary bank.)

Intermediary Bank Name: _____ SWIFT or ABA # (11 digits): _____

REFERENCE – This reference will appear to the beneficiary (35 characters per line): _____

Provide the department, project, or grant to be charged the **\$25.00 WIRE FEE**.

Account				Dept ID						Project/Grant					
5	5	0	2												

VALID BANK IDENTIFIER FORMATS: Without the appropriate bank identifier, the wire transfer cannot be processed.

ABA (for all US banks)	9 digits	CHIPS Participant Routing no.	4 digits
SWIFT BIC	8-11 alphanumeric	United Kingdom Bank Sort Code	6 digits
CHIPS Universal Identifier	6 digits		

FOR TSS (ACCOUNTS PAYABLE) USE ONLY

A/P Authorized Signature: _____ Date: _____
 Salesforce case no.: _____ Case closed? 990 Country: _____ 990 Group: _____ 990 Category: _____
 Additional notes: _____ Invoice #: _____

FOR TREASURY OFFICE USE ONLY

Date Processed: _____ Amount: _____
 Input to Bank by: _____ Check Number Assigned: _____
 Releaser's Signature(s): _____