

**STATE OF MARYLAND
WIRE PAYMENT REQUEST**

SECTION I (REQUIRED)	MUST BE TYPED
1. Agency ID _____	2. Agency Contact _____
3. Agency Name UNIVERSITY OF MD	4. Agency Phone Number _____
5. Vendor Name _____	6. Vendor TIN and Mail Code _____
7. Foreign Currency Type and Amount _____	8. USD Amount _____
9. Beneficiary Name on bank account _____	
10. Beneficiary Address _____	
11. Account Number _____	12. IBAN _____
13. Bank Name _____	
14. Bank Address _____	
15. Additional Information _____ _____	

SECTION II – BANK ROUTING INFORMATION		
16. ABA/Routing (Domestic) _____	17. SWIFT Code/BIC _____	18. Other Routing Codes (eg. IFSC Code) _____

SECTION III – INTERNATIONAL WIRES ONLY	NOTE: VENDOR IS RESPONSIBLE FOR ANY FEES RELATED TO RETURNED WIRES WHEN THE CORRESPONDENT BANK PROVIDED IS INCORRECT OR WHEN THE CORRESPONDENT BANK IS NOT PROVIDED
19. Correspondent Bank Name _____	
20. Correspondent Bank Address _____	
21. Swift Code/BIC _____	

SECTION IV - VENDOR'S APPROVAL	
22. Approve Name (print) _____	Approver Signature and Date _____

WIRE TRANSFER REQUEST INSTRUCTION SHEET

You may request reimbursement via wire transfer in U.S. dollars or foreign currency. Please specify on Line 7 if requesting the wire transfer in a foreign currency. Please print, sign, and date in SECTION IV before submitting the form.

DEFINITIONS

REQUIRED:

VENDOR NAME – Your full, legal name.

BENEFICIARY NAME – Your name as it appears on your bank account. If it's a joint account, include other person's name as well.

BENEFICIARY ADDRESS – The full street address of your residence.

ACCOUNT NUMBER - Your bank account number where you would like to receive the reimbursement wire transfer.

BANK NAME - The name of the bank where your account receiving the reimbursement is held.

BANK ADDRESS – Full street address of your bank.

SWIFT/BIC – The unique identification code of a particular bank; 8 or 11 characters in length.

INCLUDE IF APPLICABLE:

IBAN – An International Bank Account Number consisting of a two-character country code, two-character check code and any additional characters present (up to 34 alphanumeric characters). Used by most European banks.

ABA (ROUTING)– A 9 character numeric code that identifies a financial institution within the United States.

CORRESPONDENT BANK (SECTION III) – A bank where the transaction is routed prior to sending it to the vendor's bank.