



Outgoing Wire Transfer Form

Accounting Services Use Only
CAS # _____ Date: _____

Pre-Audit approval is required for transaction and FRS account number. Please forward to appropriate pre-audit office for approval - "Office of Sponsored Research, Payroll, or Disbursement Services." Pre-Audited Transfers with documentation should be in Accounting Services at least 1 business day before effective date.

A. Dept. Reference Number: _____ Effective Date: _____ (mm/dd/yyyy)

B. Wire Information

Domestic Wire: Foreign Wire: Country _____

Currency Information: Domestic Wire: U.S. \$ _____

For Foreign Wire: Amount: U.S. \$ _____ - **OR** - Foreign Currency Type: _____ Amount: _____

C. FRS Account Information

	FRS Account Number	Amount	(Pre-Audit Use)
FRS ten-digit account number:	__ - ____ - ____	\$ _____	Approval: _____
FRS ten-digit account number:	__ - ____ - ____	\$ _____	Approval: _____
FRS ten-digit account number:	__ - ____ - ____	\$ _____	Approval: _____

D. Banking Information

Beneficiary's Bank Name: _____

Beneficiary's Account Number: _____

Beneficiary's IBAN Number: _____

Beneficiary's Account Name: _____
(Actual Account Name as listed at the Bank. See Instructions.)

Beneficiary's Bank ABA number: _____
(For all Domestic Wire Transfers)

Beneficiary's Bank SWIFT/BIC Code*: _____
(For all International Wire Transfers)

*The University's bank requires SWIFT/BIC Code for all International Transfers

Intermediary's Bank Name: _____
(If required by Beneficiary Bank)

Intermediary's Bank ABA or SWIFT: _____

E. Payment Description / For Further Credit To / Special Instructions: (limited number of characters)

F. Authorization

Prepared by: _____ Department Name: _____

Phone Number: _____ Campus Address: CB# _____

Contact Email Address: _____

Department Approval: _____ Date: _____

(Signature of Business Mgr, Acct Mgr, Director)

G. Accounting Services Use Only: Confirmation Number: _____

Initiated By/Approved By: _____

Wire Transfer Information and Instructions

Banking Information

Account Names: The name of the account as established in the Bank. The account may be in the name of the business (for Example – University of North Carolina at Chapel Hill) and for the benefit of a unit or individual in the business (example – For the benefit of Accounting Services).

ABA Number: The American Banker's Association (ABA) number is a nine digit number that identifies the Beneficiary banks' Federal Reserve District and the bank location to which the item or funds needs to be delivered. A number of banks have more than one identification number for the benefit of the automated routing process. Check this URL:
http://www.aba.com/Products/PS98_Routing.htm

SWIFT/BIC CODE: This is an eight digit alphanumeric code needed for all international wire transfers. S.W.I.F.T is Society for Worldwide Interbank Financial Telecommunication network that transmits payment instructions as well as other financial messages. It is not a fund transfer network. More and more financial institutions participate in this network and messages requesting debits and credits are transferred via SWIFT to correspondent accounts.

BIC CODE: SWIFT developed the Bank Identifier Code (BIC). The BIC is written and printed as an eight character string without spaces and may be extended to an eleven character BIC by adding a branch code. This is an enhancement in cross-border financial messages.

Wire Transfer Form Instructions

Wire transfers are created at the Department level. Departments complete an Outgoing Wire Transfer Form on the computer, print it, obtain proper signatures, and send it to the appropriate pre-audit office for approval (Office of Sponsored Research or Material and Disbursement Services). **For audit purposes, the original completed wire transfer form should be accompanied by original supporting documentation.**

A. Dept Reference Number: Required field for OSR accounts. This number is assigned by the creating Department. (PO Number, Check Request number, etc.)

Effective Date: Date transfer should take effect.

B. Foreign Currency: If this is a foreign transfer, enter the Country name, the country's currency type, and the amount in that currency. (For example: Mexico, Pesos, 10,000 pesos)

C. FRS Account Number and Amount: You may choose more than one FRS account. If you have more than 3 accounts, please attach a separate sheet of paper and write "See Attached" on the form. On the separate paper, please put the Dept. Reference Number at the

top of the page. All amounts designated to FRS accounts must equal the total of the currency amount listed above.

D. Beneficiary's Bank Account Name: This should be the account name *as it is listed at the bank*.

Beneficiary Account/ IBAN Number: Use the IBAN for Beneficiary's in EU countries.

Beneficiary's Bank ABA Number: Required for all Domestic Wire Transfers.

Intermediary Bank Name: Only enter this information if it is required by the Beneficiary Bank.

NOTE: Verify bank account information to avoid the wire transfer being returned or lost!! Incorrect banking information may result in a delay in payment, as well as being charged return wire fees by the bank. Returned wire fees are deducted from the total wire transfer amount returned.

E. Payment Description/For Further Credit To/ Special Instructions: Description must include who is to receive the transferred funds, and briefly explain why. Other information could include: invoice #, payroll, rent, student name, time period covered by the payment, or any information that is pertinent to this transaction.

F. Departmental Approval: Required signature of Business Manager, Accounting Manager, or Director.

Wire Transfer Confirmation Number:

- Foreign Wire Transfer Confirmation Numbers will be emailed in 3-5 business days.
- Domestic Wire Transfer Confirmation Numbers will be given after 10 days have passed and the beneficiary has not received the funds.