



REQUEST FOR PAYMENT VIA INTERNATIONAL WIRE TRANSFER

Please return form to Accounts Payable:

E-mail: accountspayable@msudenver.edu

Fax number: 303 556-5010 (if fax is required, please notify Accounts Payable at 303 556-3030 prior to your fax)

Section A: Payee Information

Vendor Name: _____

Vendor Address _____ City/State: _____ Zip Code: _____

Country _____

Phone _____ email: _____

Section B: Beneficiary Bank Information

Bank Name: _____

Bank Address: _____ City/State: _____ Zip Code: _____

Country _____

Account Number: _____

Beneficiary
Name/Account
Name: _____

Contact #: _____

1. SWIFT Code (International): _____

4. IFSC Code (India) _____

2. Intl. Routing Code (IRC): _____

5. CLABE (Mexican Bank) _____

3. IBAN Code (EU Bank): _____

Amount to be Wired: _____ Currency (USD, Yen, etc.) _____

*** Purpose of Payment: _____

Section C: Payee Authorization

I hereby authorize Metropolitan State University of Denver (Metro State, or the University) to remit payment to me via wire transfer to the account named above. If I close or change my account information I will notify Metro State immediately. In the event I do not notify Metro State of any changes to my account and a payment is remitted I understand that I will not receive another payment until the first wire is returned in whole to the University.

Authorized Account Signatory

Print Name

Date

WIRE INSTRUCTIONS

- Please check with your department to determine if the company receiving the wire has provided Accounting Services the appropriate W9 (U.S. Vendor) or W8 or Form 8233 (Foreign Vendors). For the descriptions of these forms to see which is appropriate for your wire, please visit the Tax Corner at [MSU Denver Tax Corner](#) and scroll to “Withholding Tax” at the bottom of the page. This will provide full length descriptions. Blank forms can be found further down under “Foreign Vendor IRS Forms”. Foreign vendor IRS documents expire. You may be required to obtain an updated form if the form on file has expired.
- When sending the Wire Request, **include the FOAPAL** it is being charged to, along with a **signature from the authorized signer for that FOAPAL**.
- If you are wiring funds related to travel, we will need a completed Pre-Travel Authorization that has been approved by both **the Authorized FOAPAL signer** and **appropriate Vice President**. We will need the completed Pre-TA for **each wire request submitted, even if it is for the sametrip.**
- Be sure to provide complete Beneficiary Information including name, address and account number. (City and country are required for international wires).
- Be sure to provide complete Beneficiary Bank information including name, branch name, address, city, state, and country.
- If you are unsure of the Beneficiary information, please contact the vendor (Beneficiary) for complete routing instructions.
- If you do not have a SWIFT **(1.)**, IRC **(2.)**, IBAN **(3.)**, IFSC code **(4.)**, or Mexican CLABE number **(5.)**, then you need to contact the beneficiary of the wire. If the Beneficiary does not have the needed information, please have the Beneficiary contact their bank to obtain the appropriate information. Sending International wires without the required information can cause the wire to be delayed or returned, and could possibly cost your department additional fees. When sending in foreign currency, please ensure the Beneficiary’s account accepts the designated foreign currency.

Information for wires

- 1.** SWIFT Bank Identifier Code. The 8 or 11 character SWIFT is a unique series of alpha numeric characters that help to identify a specific financial institution. The SWIFT code should be obtained from the Beneficiary. To ensure timely delivery please be sure that international outgoing wires include the SWIFT where applicable.
 - 2.** International Routing Code (IRC): Some countries throughout the international banking community have created international routing codes, which are used in combination with the SWIFT **(1.)** to aid in routing the payment through a main office to a branch. Each country has a specific name for their routing code (i.e., Sort Code in the United Kingdom, Canadian Payments Association Routing Numbers in Canada). Your Beneficiary must provide the international routing code to facilitate receipt of an international payment. Sending a wire without the IRC number can delay the wire, or the receiving bank may return the wire when this number is not included in the payment instructions.
 - 3.** International Bank Account Number (IBAN): The IBAN varies by country/institution. Warning! Only the bank servicing an account can provide the correct IBAN of that account and must be obtained from the Beneficiary of the wire. Sending a wire to a participating country without the IBAN can delay the wire, or the receiving bank may return the wire when the IBAN is not included in the payment instructions.
 - 4.** Indian Financial Services Code (IFSC): Every Indian bank has a unique eleven (11) character alpha - numeric code identifying the bank branch to receive the wire transfer. To ensure timely delivery, please be sure that international outgoing wires include the IFSC where applicable.
 - 5.** Mexico CLABE Account Number: In addition to the SWIFT **(1.)**, Mexican banks now require an 18 digit CLABE account number be added to the Beneficiary instructions to ensure payment. The CLABE number is required on all Mexican Peso (MXN) and USD payments sent to Mexico. The CLABE account number must be obtained from the Beneficiary. If the Beneficiary does not have the CLABE account number, please have the Beneficiary contact their bank. Wells Fargo does not provide or calculate the CLABE. Sending a wire without a CLABE account number can delay the wire, or the receiving bank may return the wire if the CLABE is not included in the payment instructions.
- ***** Purpose of payment (i.e., lodging, transportation, expos, conferences, etc.) is required for wire transfers to India, Korea and Bahrain.