

Wire Transfer Details Form

In order to process a wire transfer for procurement, a check with order requisition must be entered into the BASIS UPS system.

Please note: A wire fee will be required (\$15 domestic/\$35 international). This fee will be expensed against the departmental cost center by journal entry; the fee amount should not be added to the requisition or PO. In the event that foreign currency is requested, the transfer is subject to the bank's current exchange rate.

Important: The supplier's name and address on the requisition/PO **must match the account holder's name and address**. Sometimes these names are the same, sometimes they are different. (As an example, Supplier Name: Fincas Olson Del Norte S.A., Account Holder Name: A&J Seed Farms S.A.)

Please provide the following information and include this with the requisition:

Requisition Number _____

Name of Bank Receiving Transfer:

Bank's Address:

Name of **Account Holder** for deposit of funds:

Account Holder's Address:

Routing Information: (ABA/Routing number, Swift Code, IBAN number etc.):

Note: For international wire transfers a Swift Code **MUST** be provided.

Account Number for deposit of funds:

Amount and Type of Currency (ex. US Dollars, Euro, etc.): _____

Information to be listed in memo field (reference#, invoice# etc.):
