

International Wire Transfer Request Form

DPR #: _____

Today's Date: _____

Note: Settlement of funds will generally occur within 2 business days if this form, along with required backup documentation and approval, is received by AP before the 11:00 am cutoff.

Required Information	Description	Example	
1. Amount and Currency you are requesting	Final net amount of currency you wish to pay, and name of currency.	1,000 British pound sterling	
2. Ultimate Beneficiary Name	Who is being paid. This MUST BE the Name on the bank account . This must be accurate or funds are returned to NU.	Wilshire Hotel	
3. Ultimate Beneficiary Bank Account Number	This is the bank account number for the person or company being paid. This must be accurate or funds are returned to NU	001-246-293	
4. Ultimate Beneficiary Bank Name, Address	This is the bank account number for the person or company being paid. This must be accurate or funds are returned to NU	Barclays LLC 23 Kensington Gardens Teddington UK	
5. SWIFT or BIC	Identifies bank and exact location in the event of errors elsewhere.	CHAS33UK	
6. IBAN	A long alpha-numeric identifier number that identifies the bank, bank location and beneficiary account number	Example might be RDS78420000675 90TRSD555124	
7. Postal Code	For United Kingdom ONLY. A short numeric identifier that identifies the bank and bank location within the UK	40-47-59	
8. Intermediary / Correspondent Bank Details	Some transfers require a midpoint bank in order to process the currency into the desired country. Bank name, address, including country, along with SWIFT code (OPTIONAL, IF PROVIDED)	Citibank 30 Rock NY, NY CITI34UGND	[INCLUDE ONLY IF PROVIDED BY VENDOR]
9. Invoice # & Date	Must include invoice or other reference recognizable to vendor to accept payment from NU.	Inv: Wilsh005 Dated: 6/1/12	
10. Additional Info	Any other meaningful info		