

Please do not send any Personally Identifiable Information (PII), such as SSNs, ITINs, bank account numbers, tax documents, W2s, etc. via email.

Email is not considered a secure method of communication.

To convey data of this sort, please use: secure upload <https://upload.clarku.edu/form/accounts payable> , fax (508-793-7500), interoffice mail or mail.

CLARK UNIVERSITY - TD BANK DOMESTIC WIRE TRANSFER REQUEST

All wires require clear instructions. Attach all supporting documentation for disbursement of funds to requisition (i.e. Invoices, PO, receipts, printed banking information from the bank, etc.)

Section I - Prepared by Requesting Department

[Date requested to process wire \(required\)](#)

[Amount \(required\)](#)

[Sender's reference](#)

[Recipient's Reference](#)

[Details of Payment](#)

[Beneficiary Bank Account Number OR IBAN Number \(required\)](#)

[Beneficiary Name and Address \(required\)](#)

Name

Address

Address

Country/Zip

* IBAN is required to complete European international wire.

Beneficiary's physical address is required for all wires (PO Box not accepted)

[Bank ABA wire routing number \(required\):](#)

[Bank Name and Address \(required\)](#)

Name

Address

Address

Country/Zip

FOAPAL to be charged for expense. Do not fill if FOAPAL information is in SBP.

FUND	ORG	ACCT	PROG	ACT	LOC	AMT

Callback verification of bank information completed by: _____ Date: _____ Contact name and #: _____

*Required for all new Vendors or changes to Vendor and/or bank information on file.

Section II - Approvals

Submitted By: _____ Date: _____

Department Approval: _____ Date: _____

AUTHORIZATION wire over \$10,000

1st Authorization _____ Date: _____

Controller or Associate Controller Approval

AUTHORIZATION wire over \$25,000

2nd Authorization _____ Date: _____

CFO or dual approval by any two of the following officers: President, Chief Budget Officer, Controller or Associate Controller

Section III - Financial Services (e-Treasury)

Foreign currency wires with values in excess of \$250,000 require a contract number and exchange rate.

Contract # _____ Rate _____

eTreasury - Entered by: _____ SEQ#: _____ Date: _____

eTreasury - Approved and Released by: _____ Date: _____

Section IV - Accounts Payable

Entered in Banner by

Invoice #

Date

Misc Notes:

1	Date - Enter the requested date for the wire to be released from the bank. Please note that foreign wires could take up to 2 weeks to reach it's destination.
2	Amount - Enter the amount of the wire.
3	Sender's Reference - How Clark identifies the transaction, such as, invoice or purchase order number. If this is a direct pay, accounts payable will enter the reference later. Maximum of 16 characters and spaces.
4	Details or Purpose of wire - Please include information such as : Beneficiary's Invoice Number, Purchase Order number, any remittance information that the beneficiary or the beneficiary's bank will find helpful when identifying the wire. Please do not include names. Maximum of 35 characters and spaces per line.
5	Beneficiary Bank Account Number - Bank account number for the beneficiary. Printed supporting documentation from recipient is requested.
6	Beneficiary Name and Address - <u>Accuracy</u> is important. Please note: Descriptions are limited to 35 characters and spaces per line for a maximum of 4 lines. Physical address is required. Neither PO Box nor In Care Of (I/O) are allowed. If there is any concern, please contact the beneficiary. If the name is more than 35 characters and spaces, put as much as you can on this line and then put the complete name on the first 2 lines of the Details of Wire. Printed supporting documentation from recipient is requested.
7	Bank ABA wire routing number - This is the recipient's bank's ABA WIRE routing number. In this case, the routing number for a wire may not be the same as the routing number for a checking account. Please have vendor verify with bank. <u>Accuracy</u> is important. Printed supporting documentation from recipient is requested.
8	Bank Name and Bank Address - <u>Accuracy</u> is important. Please note: Descriptions are limited to 35 characters and spaces per line for a maximum of 4 lines. If there is any concern, please contact the beneficiary.
9	Callback verification: Per Clark's Expense and Payments Approval Policy, payment details for new vendors or any changes to vendor information such as address or bank information must be verified via a call to the original phone number on file or in person. Email verification is not acceptable. Person verifying must stamp or sign.
10	In Section II - Approvals- Sign and date on the "Submitted by" line. Wires \$5,000.00 - \$10,000.00 require Department approval. Wires \$10,000.01 - \$25,000.00 require Department approval and Controller or Associate Controller approval. Wires over \$25,000.00 require Department Approval and CFO approval or dual approval by any two of the following officers: President, Chief Budget Officer, Controller or Associate Controller.
11	Submit the approved form to Financial Services - Accounts Payable for processing.
12	Notes: Please make us aware of any special wiring instructions. Also, any wiring instructions in printed format from the vendor is appreciated. Wires over \$10,000 need to have banking information from their bank.