

# Wire Transfer Request

# Form AP-3

Vendors are required to complete this form for each instance of foreign payment. Due to the sensitive nature of the information, this form must be completed **directly** by the vendor. ***Information must be legible.***

If wire information is included on the invoice, this form is not necessary. However, if the invoice does not have wire information, please attach the completed form to the invoice or e-NPO before submitting to AP for payment.

Payment Information			
Wire Currency (currency of invoice or contract, e.g. USD, Euros, Pesos, etc.)		Wire Amount	

Vendor Information			
(All fields must be completed and match the (1) invoice, (2) SAP vendor record, and (3) vendor bank information)			
Name			
Street Address			
City		State	
Zip Code		Country	
Email Address			Phone Number

Bank Information	
(It is the vendor's responsibility to verify with their bank what information is required for a wire to be sent to their account)	
Bank Name	
Country	
SWIFT or BIC (Bank Identified Code)	
IBAN (International Bank Account Number)	
IRC (International Routing Code)	
CLABE Number (Mexico only) *Must be 18-digit number	

Intermediary Bank Information	
(It is the vendor's responsibility to verify with their bank what information is required for a wire to be sent to their account)	
Intermediary Bank Name	
Intermediary Bank ID	

Vendor Signature	
(Physical signature required)	
Vendor Signature	Date
By signing this form, I acknowledge I have filled out this form and the information is accurate and complete as per instruction from my bank.	

### DEPARTMENT: Please note the following before submitting for payment

- For verification purposes, please attach the e-mail received from the vendor containing the invoice and/or completed AP-3 form. This e-mail address **must match** what is on the vendor record in SAP.
- Due to the fluctuation of foreign exchange rates, wires issued in a foreign currency may be processed up to \$100 USD over the approved amount **without** Account Manager approval.