

**Western New England University
Controller's Office**

Transfer Type:

Wire

ACH

WIRE OR ACH TRANSFER REQUEST

Instructions: Please fill out, sign and attach appropriate documentation. Forward to the Controller's Office in Deliso Hall for processing. Please allow 2 business days to process this request. Domestic wires (wires within the US) are immediate to the recipient's bank. Foreign wires (wires outside the US regardless of currency) may take up to 2 days to be received by the recipient's bank. It is strongly encouraged that the requestor contacts the recipient to confirm receipt of the transfer.

The Controller's Office will provide the requestor the actual date of the wire or ACH after it is processed.

Transfer Information:

Name (Recipient):

Recipient's Address:

Date Required:

Amount of Transfer: \$

Recipient Bank Name:

Bank ID:(routing number):

Bank Address:

Recipient Bank Account Number:

Recipient Additional Information:

Foreign Wire Information– A wire to a bank outside the US:

Currency of Wire:

BIC/SWIFT Code (Bank Identifier Code):

IBAN (International Bank Account Number):

Internal Expense Allocation and Authorization:

	GL Account	Dollar Amount
Account(s) to be charged:		\$
		\$
		\$
		\$

Explanation of expenditure:

Requested by:

Date:

Approved by:

Date:

To be completed by the Controller's Office

Value Date of ACH or Wire:

Transaction/Reference Number:

To be completed by Procurement Services

Vendor #:

Process Date: