

Portland State University
Request for Wire Transfer - Non-Recurring

Circle one: Domestic Wire or International Wire

Agency Name: Portland State University Agency Number: 58000

Date Transfer to Occur: _____ Agency Account to be Charged: 58009

Amount of Transfer: _____ Currency (if other than US \$): _____
(Minimum transfer amounts: Domestic \$1,000, Foreign \$100)

Beneficiary: _____
(35 spaces available)

**** Beneficiary Account Number/IBAN** _____
IBAN-International Bank Account Number - Europe

Beneficiary Street Address: _____
(35 spaces available)

Beneficiary City/State/Country: _____
(35 spaces available)

**** Beneficiary Bank Name:** _____
(35 spaces available)

**** Beneficiary Bank ABA Routing #:** _____
(Domestic Only)

**** Beneficiary Bank SWIFT Code/BIC:** _____
(International Only)

**** Beneficiary Bank Street Address:** _____
(35 spaces available)

**** Beneficiary Bank City/State/Country:** _____
(35 spaces available)

Beneficiary Contact Name & Phone #: _____
(35 spaces available)

Message for Beneficiary: _____
(70 spaces available)

Department Signature: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

UFS Approval Signature: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

Wire transfer costs charged to PSU: Domestic \$10.00, International in US Dollars \$25.00, in Foreign Currency \$15.00 (preferred)

Institution Accounting Information

PaymentWorks Information

Department Name: _____
Index or Fund/Org/Prog: _____
Account Code: _____

Attached document REQUIRED - Email from vendor confirming contact and banking information in PaymentWorks is current.

**** This field can be left BLANK if the information is submitted in PaymentWorks.**