



Payment Services Department  
 1200 E. California Blvd, MC 103-6  
 Pasadena, CA 91125  
 Hotline: 626-395-8900  
 Email: [accountspayable@caltech.edu](mailto:accountspayable@caltech.edu)

# Wire Transfer Request

## Instructions

This form is to be used to request wire transfer payments for international payees. Note that domestic payments are paid by check or direct deposit unless there are special extenuating circumstances that require a wire. Inquire with Payment Services for details. See complete policy for details: [http://procurement.caltech.edu/policies\\_procedures](http://procurement.caltech.edu/policies_procedures)

All transactions requiring a Purchase Order must be completed before submitting this request. This form may be used in lieu of a Payment Request form when payment is a wire only. Complete this form and attach all supporting documentation to justify the request. Print and obtain appropriate approvals and send this form and all attachments to Payment Services for processing. You may scan and email this document and all attachments to [accountspayable@caltech.edu](mailto:accountspayable@caltech.edu) in which case you do not need to send us the original document. Please allow at least 2 to 3 business days to complete your request.

## Section 1 – Payee Information

Supplier Name (Payee):		Today's Date:
Full Payee Address (Required for all wires):		Date Required:
Full Payee Address (Required for all wires):		Payee Telephone #: (Required)
Country:	If this is a domestic payment, provide justification for a wire in lieu of a check or direct deposit:	

### Supplier Banking Information (Banking information is required for each request submitted)

Beneficiary Name (if different from payee name above):		Beneficiary Bank Name:	
Currency:	ABA Number:	Bank Account Number:	
Swift/BIC Code:	IBAN Number:	IRC:	
Canada: TRNO Code:	Mexico: CLABE Code:	United Kingdom: UKSORT Code:	Other:
Description to Accompany Payment:			
Comments or Special Instructions:			

## Section 2 – Tax Reporting/Withholding Information

Is Payee a U.S. Citizen?	Is Payee a Caltech Student/Employee?	If Student/Employee, enter UID #:	Is Payee a California Resident?
Do you expect to pay this payee more than \$1,500 per calendar year?		If Payee is providing a service, where will the services be performed?	



Payment Services Department  
 1200 E. California Blvd, MC 103-6  
 Pasadena, CA 91125  
 Hotline: 626-395-8900  
 Email: [accountspayable@caltech.edu](mailto:accountspayable@caltech.edu)

# Wire Transfer Request

**Section 3 – Expense Distribution** Additional Expense Distribution Form available at <http://procurement.caltech.edu/forms>

Purchase Order Number (when required):	If no PO number, does this payment comply with the Payment Request Usages List?
--	---

Note: If a PO number is listed above, you will not need to complete the following expense distribution section below :

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL# :		Expenditure Type (Required):

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL# :		Expenditure Type (Required):

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#		Expenditure Type (Required):

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#		Expenditure Type (Required):

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#		Expenditure Type (Required):

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#		Expenditure Type (Required):

<i>Grand total:</i>	
---------------------	--

**Section 4 - Requestor/Approval Signatures**

Requestor Name:	Department Name:	Department Code:
Requestor Telephone #:	Mail Code:	Requestor's E-Mail:
Approver Name:	Approver Signature:	