

**PLEASE NOTE:**  
**Requests must be made no less than SEVEN days prior to the date on which the wire is to be sent.**

## WIRE TRANSFER

To request a Wire Transfer **DOWNLOAD, COMPLETE, SAVE & EMAIL** to Line Officer (if necessary) for signature. Attach documentation (check requisition, invoice, original bank wire info, etc.). Once all signatures are complete email wire transfer and all supporting documentation to [accountspayable@macalester.edu](mailto:accountspayable@macalester.edu)

Date \_\_\_\_\_ Form prepared by \_\_\_\_\_ Phone Ext \_\_\_\_\_

**US Domestic Bank Wire**

**W9 Attached**

ABA/ Routing Number							

Bank Name \_\_\_\_\_

**International Bank Wire**

**W8-BEN E Attached**

Bank Name \_\_\_\_\_ Branch (optional) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_

SWIFT / BIC Code							

Currency \_\_\_\_\_

**All Wires**

Beneficiary Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_ Amount \_\_\_\_\_

Account Number \_\_\_\_\_

Further Reference \_\_\_\_\_

Macalester FOAPAL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Macalester FOAPAL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Macalester FOAPAL	_____	_____	_____	_____	_____	_____	_____
(for bank fee)	Fund	Organization	Account	Prog	Activity	Location	Amount

DESCRIPTION OF BUSINESS PURPOSE (documentation/receipts must be attached)

Approved by \_\_\_\_\_  
Signature Name

Line Officer Approval (if necessary) \_\_\_\_\_  
Signature

**I have attached a W9 or W8-BEN E**