WIRE TRANSFER REQUEST

Business Office

Questions? Email them to:
BusinessOffice@kzoo.edu

Today's Date: _____

Date Needed: _____

- *Please allow 10 days for processing. Incomplete or missing account numbers, signatures and documentation will delay processing.*
- *See Purchasing Policies on the Business Office website for a complete list of College purchasing policies.*

Payee Name: _____

- *A W8BEN (individuals) W8BENE (entities) is required for all foreign payments. Please see the Procedures: Payments to Foreign Businesses or Persons section of the Business Office website for more information*

Complete Address: _____

Street Address	*City, State, Zip, and Country*

What currency does the payment need to be made in? (ex. USD, Euros, GPB)

Account Name	Fund	Fct	Unit	Object	*Project**	Amount

*If you have established a project with the Business Office, include your project number to ensure that the payment is recorded correctly.

- *Charges to academic department accounts over $250 require approval from the Provost's office. Please route your requisition to the Provost's office and they will forward it on to the Business Office. Allow additional time for processing.*

Bank Name: _____

Bank Address: _____

Beneficiary Name: _____

Routing Number/SWIFT CODE: _____

Account Number: _____

IBAN: _____

For payments that have been assigned a REPEAT CODE please list that here: _____

- *Attach supporting documentation (invoice, contract etc.)*
- *Wires can cost up to $25 and will be charged to same account listed above*

Date	*Approving Signature*

For Business Office Use Only

Is payment Taxed or Foreign Sourced?

Journal Entry for Payment	Account Number	Debit	Credit
		$	
	10-0-10000-10007		$

Journal entry for Wire Fee	Account Number	Debit	Credit
		$	
	10-0-10000-10007		$