



STATE OF MARYLAND WIRE PAYMENT REQUEST

SECTION I (REQUIRED)

MUST BE TYPED

1. Agency ID R-31	2. Agency Contact Kenyatta Woolridge
3. Agency Name University of Maryland-Baltimore (Dept of Financial Services)	4. Agency Phone Number 410-706-2155
5. Vendor Name	6. Vendor TIN and Mail Code
7. Foreign Currency Type and Amount	8. USD Amount
9. Beneficiary Name on bank account	
10. Beneficiary Address	
11. Account Number	12. IBAN
13. Bank Name	
14. Bank Address	
15. Additional Information	

SECTION II – BANK ROUTING INFORMATION

16. ABA/Routing (Domestic)	17. SWIFT Code/BIC	18. Other Routing Codes (eg. IFSC Code)
_____	_____	_____

SECTION III – FOREIGN WIRES ONLY

NOTE: VENDOR IS RESPONSIBLE FOR ANY FEES RELATED TO RETURNED WIRES WHEN CORRESPONDENT BANK PROVIDED IS INCORRECT OR WHEN THE CORRESPONDENT BANK IS NOT PROVIDED

19. Correspondent Bank Name

20. Correspondent Bank Address

21. Swift Code/BIC

SECTION IV – VENDOR'S APPROVAL

22. Approve Name (print)	Approver Signature and Date
_____	_____



**STATE OF MARYLAND
WIRE PAYMENT REQUEST
INSTRUCTION SHEET**

Purpose:

Request payment to a vendor via wire transfer in U.S. dollars or foreign currency. The payment may be a wire transfer, either in US dollars or foreign currency.

Who will use the form?

Agencies requesting payment to a payee's bank account via wire transfer.

Routing and General Instructions:

Attach form to an invoice and send with the transmittal to Vendor Services in the General Accounting Division.

Processing:

Allow three full business days for processing. Vendor will be wired payment according to payment terms.

DEFINITIONS

BENEFICIARY'S NAME – The vendor's name as it appears on their bank account.

IBAN – An International Bank Account Number consisting of a two-character country code, two-character check code and any additional characters present (up to 34 alphanumeric characters.)

SWIFT/BIC – The unique identification code of a particular bank; 8 or 11 characters in length.

ABA (ROUTING)– A 9 character numeric code that identifies a financial institution within the United States.

CORRESPONDENT BANK – A financial institution where the transaction is routed prior to sending it to the vendor's bank.