

Outgoing Wire Form:

Beneficiary Bank ABA (or swift code if international):

Beneficiary Bank Name:

Beneficiary Bank Address (need name of country for international wires):

Correspondent Bank Name:

Correspondent Bank Wire Routing Number:

Amount:

Wire Fee: Dollars - \$5.00 / Foreign Currency - \$25.00

ORIGINATOR INFORMATION:

Account Number: 6746

Name: SAM HOUSTON STATE UNIVERSITY

Address: 1806 AVENUE J

City, State, Zip: HUNTSVILLE, TX 77340

Originator to Beneficiary Info (any special instructions to the beneficiary):

BENEFICIARY INFORMATION:

Account Number:

Name:

Address:

City, State, Zip:

Originator's Signature:

Date:

Employee Name:

Phone Number:

Supervisor/Department Head Approval:

Date:

Wire Transfer Form Instructions

Outgoing Wire Form:

Beneficiary Bank ABA (or swift code if international):

Beneficiary Bank Name:

Beneficiary Bank Address (need name of country for international wires):

Beneficiary Bank - The bank for the person, company, or organization receiving the wire payment.

Correspondent Bank Name:

Correspondent Bank Wire Routing Number:

Correspondent Bank - This information is only needed when transactions are routed to another bank prior to being sent to the Beneficiary Bank.

Amount: **Amount** - All wires (including international) will be made in US dollars unless an exception has been approved for the

Wire Fee: Dollars - \$5.00 / Foreign Currency - \$25.00

Wire Fee - This fee should not be added to the amount being wired. The department requesting the payment may be charged a fee if the University incurs a cost in sending the wire.

ORIGINATOR INFORMATION:

Account Number: 6746

Name: SAM HOUSTON STATE UNIVERSITY

Address: 1806 AVENUE J

City, State, Zip: HUNTSVILLE, TX 77340

The **Originator Information** is associated with the University and does not change.

Originator to Beneficiary Info (any special instructions to the beneficiary):

Originator to Beneficiary Info - Optional fields that include information for the beneficiary. For example, this information can include an invoice number, description of the wire's purpose, or customer number with the beneficiary.

BENEFICIARY INFORMATION:

Account Number:

Account number - ultimate destination of the funds (Beneficiary Bank account number)

Name:

Note an International Bank Account Number (IBAN) or International Routing Code (IRC) may be needed for certain international wires (depending on the country). See detail on following page.

Address:

Information of the person, company, or organization receiving the wire payment.

City, State, Zip:

Originator's Signature:

Signature of SHSU employee completing the wire form. Please include phone# below.

Date:

Employee Name:

Phone Number:

Note that the wire transfer can not be processed if either signature is not present on the wire form.

Supervisor/Department Head Approval:

Signature authorizing payment

Date:

Countries Requiring an International Bank Account Number (IBAN)

Albania	Guatemala	Norway
Andorra	Hungary	Pakistan
Austria	Iceland	Palestine
Azerbaijan (Republic of)	Ireland	(State of)
Bahrain	(Republic of)	Poland
Belgium	Isle of Man	Portugal
Bosnia and Herzegovina	Israel	Qatar
Brazil	Italy	Reunion Island
Bulgaria	Jordan	Romania
Channel Islands	Kazakhstan	Saint Barthelemy
Costa Rica	Republic of Kosovo	Saint Lucia
Croatia	Kuwait	Saint Martin
Cyprus	Latvia	Saint Pierre et Miquelon
Czech Republic	Lebanon	San Marino
Denmark	Liechtenstein	Saudi Arabia
Dominican Republic	Lithuania	Serbia
Estonia	Luxembourg	Slovak Republic
Faroe Islands	Macedonia	Slovenia
Finland	Malta	Spain
France	Martinique	Sweden
French Guiana	Mauritania	Switzerland
French Polynesia	Mauritius	Timor-Leste
French Southern Territories	Mayotte	Tunisia
Georgia	Moldova	Turkey
Germany	(Republic of)	United Arab Emirates
Gibraltar	Monaco	United Kingdom
Greece	Montenegro	Virgin Islands, British
Greenland	Netherlands	Wallis and
Guadeloupe	New Caledonia	Futuna Islands

Countries Requiring an International Routing Code (IRC)

Australia
Austria
Canada
Germany
Greece
Hong Kong
India
Ireland
Italy
New Zealand
Portugal
Russia
South Africa
Spain
Switzerland
United Kingdom

List of Documents Needed to Send Wire

- (1) Completed Wire Form (filled out as shown above)
- (2) Invoice
- (3) Written correspondence or documentation with wire instructions from Beneficiary (if not on invoice)