



Mandatory Wire Payment Instruction Authentication

New Vendor:	AND	Existing Vendor Requesting Wire
Yes		Payment Instruction Change:
No		Yes
If Yes, Wire Payment Instructions		No
Verified by _____		If Yes, Wire Payment Instructions Verified by _____
In Person	By Phone	In Person
		By Phone

Harvard University
Wire Transfer Authorization Form – US Currency

Value Date: _____ Amount: _____

Beneficiary Bank Information

Bank Name: _____

Bank Address: _____

ABA# (domestic wires only): _____

Swift Code/BIC Code (international wires only): _____

Beneficiary Account Name: _____
(Beneficiary account name must match vendor name)

Beneficiary Bank Account Number or IBAN number: _____

Sort Code (6 digits): _____
(if applicable)

Payment Details: _____

**USD Wires must be sent internationally, no domestic wires allowed*

Intermediary/Corresponding Bank (Only if applicable)

Bank Name: _____

Bank Address: _____

ABA#: _____

Bank Account Number: _____

Reference: _____

Department Requestor and Approver

Name of Requestor: _____ Date: _____

Telephone #: _____

Authorized Signature: _____ Date: _____