



COMPTROLLER'S OFFICE

ALABAMA A&M UNIVERSITY | www.aamu.edu | (256) 372-5205
Accounts Payable | Patton Hall Room 105

Wire Transfer Payment Information Form

Complete the information below for payments to be transmitted via wire transfer. Note, wire transfer fees may be charged to your budget if other payment options are available or if incorrect information is provided. Submit this form to Accounts Payable.

Wire Transfer Request Procedures

1. Enter a requisition into Banner.
2. Submit required documentation to the Purchasing Office for issuance of a purchase order once the requisition is approved.
3. Submit invoices and any other supporting documents (including Wire Transfer Payment form) to Accounts Payable.
4. Accounts Payable will notify General Accounting to process the wire transfer payment.

Wire Type

Domestic	International
BANNER PURCHASE ORDER:	P.O. APPROVED AMOUNT:

Beneficiary Information

Name	
Beneficiary Address 1	
Beneficiary Address 2	
Country	

Beneficiary Bank Information for International Wires

Account Type	
Account Number	
Bank Code Type	
Bank Code	

Beneficiary Bank Information for Domestic Wires

Account Type	ABA
Bank Code/Routing Number	
Bank Name	
Beneficiary Bank Address 1	
Beneficiary Bank Address 2	
State	
Account Number	

Amount and Payment Details

Credit Amount:	
Currency:	
Payment Details (i.e. Invoice No. XXXX):	

Completed By	
Signature	
Date	