

Wire Transfer Authorization Form

Web
Voucher #:

☐ U.S. Currency

☐ Foreign Currency (FX)

Amount: _____ Currency Name: _____

Foreign Currency Amount: _____

(or US\$ Amt to be converted to FX): _____

Bank Name: _____

Bank Address: _____

Bank Account #: _____

Account Name: _____

(This should be the same as the payee on the web voucher or invoice import report.)

ABA # (9 digits): _____

Swift Code: _____ or Sort Code (6 digits): _____

Corresponding Bank *(only if applicable):*

Bank Name and Address: _____

Bank Account #: _____ ABA #/Swift: _____

Payment Details *(for Beneficiary Only – e.g., Invoice #, Contact info):* _____

Name of Requestor

Telephone #

Date

Approved by: _____

ACCOUNTS PAYABLE USE ONLY

Initiated by: _____ Date Released: _____

Approved by: _____ Reference #: _____

U.S.\$ Equivalent: _____

Staple this form to the front of each invoice.

SEND TO:
ACCOUNTS PAYABLE
1033 Mass. Ave.
2nd floor
617-496-3018