<u>Wire Transfer Authorization Form</u>

☐ **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