

STATE OF MARYLAND
WIRE PAYMENT REQUEST

SECTION I (REQUIRED)

MUST BE TYPED

1. Agency ID <u>R29</u>	2. Agency Contact <u>Janae Fontaine</u>
3. Agency Name <u>Salisbury University</u>	4. Agency Phone Number <u>410-543-6079</u>
5. Vendor Name _____	6. Vendor TIN and Mail Code _____
7. Foreign Currency Type and Amount _____	8. USD Amount _____
9. Beneficiary Name on bank account _____	
10. Beneficiary Address _____	
11. Account Number _____	12. IBAN _____
13. Bank Name _____	
14. Bank Address _____	
15. Additional Information _____ _____ _____	

SECTION II – BANK ROUTING INFORMATION

16. ABA/Routing (Domestic) _____	17. SWIFT Code/BIC _____	18. Other Routing Codes (eg. IFSC Code) _____
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SECTION III – INTERNATIONAL WIRES ONLY

NOTE: VENDOR IS RESPONSIBLE FOR ANY FEES RELATED TO RETURNED WIRES WHEN THE CORRESPONDENT BANK PROVIDED IS INCORRECT OR WHEN A CORRESPONDENT BANK IS NOT PROVIDED

19. Correspondent Bank Name _____
20. Correspondent Bank Address _____ _____
21. Swift Code/BIC _____

SECTION IV – VENDOR'S APPROVAL

22. Approve Name (print) _____	Approver Signature and Date _____
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STATE OF MARYLAND
WIRE PAYMENT REQUEST
INSTRUCTION SHEET

Purpose:

Request payment to a vendor via wire transfer in U.S. dollars or foreign currency. The payment may be a wire transfer, either in US dollars or foreign currency.

Who will use the form?

Agencies requesting payment to a payee's bank account via wire transfer.

Routing and General Instructions:

Attach form to an invoice and send with the transmittal to Vendor Services in the General Accounting Division. Alternative routing options: email to GAD@comp.state.md.us or fax to 410-260-7960.

Processing:

Allow three full business days for processing. Vendor will be wired payment according to payment terms. If urgent, please email GAD@comp.state.md.us with details, including the reason for the urgency.

Questions: Email to GAD@comp.state.md.us or call 410-260-7814.

DEFINITIONS

BENEFICIARY'S NAME – The vendor's name as it appears on their bank account.

IBAN – An International Bank Account Number consisting of a two-character country code, two-character check code and any additional characters present (up to 34 alphanumeric characters.)

SWIFT/BIC – The unique identification code of a particular bank; 8 or 11 characters in length.

ABA (ROUTING)– A 9 character numeric code that identifies a financial institution within the United States.

CORRESPONDENT BANK – A financial institution where the transaction is routed prior to sending it to the vendor's bank.

IFSC – Indian Financial System Code – An 11-character code used to identify a branch within the Indian Financial System.

Additional Information: Information to assist in processing the wire such as VAT#, Invoice #, Purpose of Payment, Receiving Bank Contact Information, etc.