COMPTROLLER of MARYLAND
Serving the People

STATE OF MARYLAND
WIRE PAYMENT REQUEST

SECTION I (REQUIRED) MUST BE TYPED

1. Agency ID
   R29
2. Agency Contact
   Janae Fontaine
3. Agency Name
   Salisbury University
4. Agency Phone Number
   410-543-6079
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)

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

COMPTROLLER of MARYLAND
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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.