



# Accounting Office

## DV Wire Transfer Payment Form

**Overview:** This form is to be used for wire transfer payments to external parties. Please have vendor and department complete applicable sections and ensure all fields required as indicated with an asterisk (\*) are filled in. Completed forms should be attached to vendor record by editing the vendor. Please contact [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu) with questions or concerns.

### Payee Information (To Be Completed By Payee/Vendor):

\*Name on Bank Account:

\*Email Address:

\*Address on file with Bank:

### Banking Information (To Be Completed By Payee/Vendor):

\*Bank Name:

\*Bank Address:

\*Bank City:

Bank State:

\*Bank Country:

Branch Name:

Routing Number (US only):

Sort Code (outside US):

\*IBAN or Bank Account Number:

\*ABA Routing Number/BIC SWIFT #:

### Additional Banking Information (To Be Completed By Payee/Vendor):

Intermediary Bank1(if applicable):

Bank ABA/SWIFT:

USD Correspondent Bank. (This is required for USD leaving the U.S. Please be sure the vendor's bank accepts this currency.)

USD Correspondent Bank (if applicable):

Bank ABA/SWIFT:

\*What currency type does your bank accept:

### To Be Completed By MSU Department:

\*DV Amount Stated In:

Currency Type:

\*Payee Payment Details (Check Stub Text on DV):

Additional Notes: