Colorado School of Mines
Wire Transfer Instructions

Today's Date: Self-explanatory.
Date Required: Please provide the date that the wire must go out (allow 5 business days processing time).
Department: Self-explanatory.
Requested by: Name of the person requesting the wire.
Phone#: Campus extension.
Authorized Signature: Wires must be approved by the fund approver.
Purpose of the Wire: Please provide sufficient detail as to what, where, when, why and who for the transaction. This information is for internal accounting purposes.
Check off whether the wire is domestic or international and if there is an intermediary bank.
Bank Name: Name of the bank where the wire is being sent.
Bank Address: Self-explanatory.
Bank ID: For US wire, please proved the ABA routing number. For international wires, please provide a SWIFT Code. When sending an international wire, some countries also require an IBAN and or an IRC.
Account Holder's Name: Name of the individual or entity who the wire is being sent to.
Account Holder's Address: Address of the account holder listed on the bank account.
Currency Type: Please indicate whether the wire is to be sent in US Dollars or in any other currency. Please select from the list of Currency Types.
Amount: Amount of the wire in the currency selected.
Bank Country: The country the bank is located in.
Reference Information: Please provide information that you would like to be sent with the wire. This information should be something useful which the beneficiary can use to identify the wire such as an invoice number, purchase order, etc.

Please provide the index and account code(s) so that the expense can be charged correctly.

Finally, please remember to attach all backup documentation to the wire requisition form.

Last Revised 9/16/15
Glossary of Terms

**Bank ID:** Number that identifies the bank. For domestic (US) banks this is the routing/transit number of the bank. For international banks, this is the SWIFT Code.

**CHIPS:** (Clearing House Interbank Payment Systems) A clearing house for large value transactions.

**FEDRTN:** A nine digit code assigned to a financial institution and registered with the Federal Reserve.

**IBAN:** (International Bank Account Number) IBAN numbers are assigned by non-US banks. The IBAN is comprised of up to 34 alphanumeric characters and identifies the beneficiary’s bank and account number. The exact format varies by country.

**Intermediary Bank:** A financial institution where the transaction is routed prior to sending it to the beneficiary.

**IRC:** A code that identifies a branch of an international financial institution. In certain countries, an international routing code is needed for a wire transfer to complete successfully.

**SWIFT Code:** (Society for Worldwide Interbank Financial Telecommunications) Bank identifier that is an 8 or 11 character code identifying a bank. All international wires must include a SWIFT Code for the beneficiary bank.

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