

Brigham Young University-Idaho  
U.S. Domestic Wire Transfer Request

Wire recipient should contact their financial institution for instructions on information required to receiving a wire transfer. Supporting documentation is required.

version 3/9/2017

Requestor Name  Department   
Date  GL Account # to be charged   
Amount (US\$)  TA to be charged

Supervisor's Signature (for tours, Travel Services Coordinator) \_\_\_\_\_

**BENEFICIARY BANK INFORMATION (BBK)**

\* Bank Name   
\* Routing #   
Branch Name/Address   
City

**BENEFICIARY INFORMATION (BNF)**

\* Account Holder   
\* Account #   
Address   
City  State   
Email (if you would like bank to send them wire confirmation)

Originator to Beneficiary Info (OBI)  
- information re: use of funds for receiver  
(reference info, reservation number, etc.)

Comments (information or special instructions for Accounts Payable for processing the wire transfer)

NOTE: All applicable bank fees will be charged to the same GL account number as the wire transfer. This form and supporting documentation should be printed and delivered to Accounts Payable, 130 Kimball Building, +1620 at least one business day prior to the requested transfer date.