



Colgate University

Office of Accounting and Control

International Wire Request Form (Including U.S. territories)

Date : _____

Part I Payee Information – ALL payee information must be completed

Payee Name: _____
Payee Address: _____
City, State, Zip: _____

Part II Wire Transfer Information - Attach written bank instructions provided

Type of Currency: _____ Amount: _____
OR Amount of USD to convert _____ to _____

Account Name: _____
Account Address: _____

Bank Name: _____
Bank Address: _____
IBAN# _____
ACCT # _____
SWIFT/BIC Code: _____

Invoice # or Reference _____

Part III Certification and Authorization – Preparer: send completed form with approval to Controller's Office

Prepared By: _____ Phone x _____

Dept: _____ email _____@colgate.edu

Authorized Signature: _____ BUDGET CODE (S) _____

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SETUP: _____ US\$ _____ JV _____
DATE: _____