



**Mandatory Wire Payment Instruction Authentication**

<b>New Vendor:</b>	<b>AND</b>	<b>Existing Vendor Requesting Wire</b>
Yes      No		Payment Instruction Change:
<b>If Yes, Wire Payment Instructions</b>		Yes      No
<b>Verified:</b>		<b>If Yes, Wire Payment Instructions Verified:</b>
In Person      By Phone		In Person      By Phone

PR/NR/P.O #

Tax withheld %  
(for AP use only)

**Harvard University  
Wire Transfer Authorization Form – US Currency**

Value Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**Beneficiary Bank Information**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

ABA# (domestic wires only): \_\_\_\_\_

Swift Code/BIC Code (international wires only): \_\_\_\_\_

Beneficiary Account Name: \_\_\_\_\_  
(Beneficiary account name must match vendor name)

Beneficiary Bank Account Number or IBAN number: \_\_\_\_\_

Sort Code (6 digits): \_\_\_\_\_  
(if applicable)

Payment Details: \_\_\_\_\_

**Intermediary/Corresponding Bank (Only if applicable)**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

ABA#: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Reference: \_\_\_\_\_

**Department Requestor and Approver**

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of Treasury Management Use Only**

Wire Initiated By: \_\_\_\_\_ Date: \_\_\_\_\_

Wire Released By: \_\_\_\_\_ Date: \_\_\_\_\_

Bank Reference #: \_\_\_\_\_

Staple this form to the front of each invoice:

SEND TO:

CASH MANAGEMENT - OFFICE OF TREASURY MANAGMENT  
1033 Massachusetts Avenue, 2nd Floor, Tel. 617-496-3018