



**Mandatory Wire Payment Instruction Authentication**

<b>New Vendor:</b>	<b>AND</b>	<b>Existing Vendor Requesting Wire</b>
Yes      No		<b>Payment Instruction Change:</b>
<b>If Yes, Wire Payment Instructions</b>	Yes      No	
Verified by _____	<b>If Yes, Wire Payment Instructions Verified by</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: \_\_\_\_\_

*\*USD Wires must be minimum \$1000 and sent internationally, no domestic wires allowed*

**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 MANAGEMENT  
1033 Massachusetts Avenue, 2nd Floor, Tel. 617-496-3018