

# THE UNIVERSITY OF MEMPHIS

## Wire Transfer Form

(Submit with Request for Payment to Accounting)

Wire Funds TO: \_\_\_\_\_

Date: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

Amount: \$ \_\_\_\_\_  
USD Foreign Currency

Country: \_\_\_\_\_

Account #: \_\_\_\_\_

ABA # (US banks only): \_\_\_\_\_

SWIFT Code: \_\_\_\_\_

IBAN: \_\_\_\_\_

Routing Code: \_\_\_\_\_

### Charge to department:

Index	_____
Fund	_____
Org	_____
Acct	_____
Prog	_____
Actv	_____

Special Instructions: \_\_\_\_\_

Reason for transfer of funds: \_\_\_\_\_

### Finance Office Use: First Tennessee Bank - General Operating Account

International wire transfer fee: \$20 online in foreign currency; \$40 online in USD; \$55 call-in to FTB

Primary Authorization \_\_\_\_\_ Date&Time: \_\_\_\_\_

Secondary Authorization \_\_\_\_\_ Date&Time: \_\_\_\_\_

Tracking # \_\_\_\_\_ JV #: \_\_\_\_\_