

The University of Memphis  
Wire Transfer Instructions  
*International Vendor and Bank Only*

**Wires Requests**

1. Complete the Wire Transfer Form in its entirety securing an **approving signature**, while attaching appropriate supporting documentation.
2. A wire transfer request is for an international bank only. Please review your bank information before submitting a wire transfer for international vendor payments. A domestic bank is processed as an ACH. Please use the Vendor Payment ACH Authorization form for a domestic bank account, not a Wire Transfer Form.
3. **Supporting Documentation for International Vendor and Bank** includes:

**Individuals:**

- a) W-8 BEN Form
- b) Passport ID with Photo
- c) Visa
- d) Invoice or Source Document
- e) Travel dates (I-94 Travel History)
- f) Social Security Number (if individual has one) or ITIN
- g) Wire Transfer Form
- h) Supporting bank document or statement (verification of account information)

**Businesses/Entities:**

- a) W-8 BEN-E Form
- b) Invoice or Source Document
- c) Wire Transfer Form

**Non-Profit Organizations:**

- a) W-8 XP Form
- b) Invoice or Source Document
- c) Wire Transfer Form

4. Make sure the **Reason for transfer of funds** (the business purpose) supports University policies and procedures.
5. Send completed Wire Transfer Form and supporting documentation to the BF-Accounting email box: [accounting@memphis.edu](mailto:accounting@memphis.edu) for payment processing.
6. Please be mindful that wire transfer payments could take longer to process (than our regular payments) as there are several departments involved in the approval process.

**Routing Process:**

Accounting > Tax Department > Grants and Contracts (If applicable) > Financial Reporting > Banking Intuition