

The University of Memphis

Wire Transfer Instructions

Wires Requests

1. Complete the Wire Transfer Form in its entirety securing an **approving signature**, while attaching appropriate supporting documentation.

2. **Supporting Documentation** 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

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

3. Make sure the **Reason for transfer of funds** (the business purpose) supports University policies and procedures.

4. Send completed Wire Transfer Form and supporting documentation to the BF-Accounting email box: accounting@memphis.edu for payment processing.

5. 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