



OUTGOING WIRE/ACH TRANSFER FORM

Lehigh University Finance & Administration

Please complete all applicable sections and include attachment(s) before submitting via DocuSign. The completed form will automatically be sent to **INAP@lehigh.edu** for review and processing. The signer will also receive a copy of the completed form (via an email from DocuSign). If you have any questions about this form please contact the Treasurer's Office: intreas@lehigh.edu or call ext. 3180

BANNER INDEX/ACCOUNT FOR BANK/WIRE FEE(S)

- \$10 Domestic Transfers Index #: _____ Account #: _____ (Default is #73454 "Wire/ACH transfer fee")
 \$22 International Transfers

Did the beneficiary request Lehigh to pay the receiving bank fee? NO YES: If YES, *I will provide the written documentation for this request and I acknowledge there is an additional \$10 charge to the department index.*
(Usually this is indicated on the invoice and applies only to cross-border wires)

PAYMENT INFORMATION

Payment Amount: _____ Preferred Payment Date: _____

Bank Name: _____

Bank Street Address: _____

Bank: City _____ State _____ Zip Code _____ Country _____

ABA/Routing Number (Domestic Wires/ACH transfers only): _____

Choose 1:

- Either **ACH** transfer or **Wire** is acceptable payment method for this vendor
- This transaction must be sent as a **Wire**
- This transaction must be sent as **ACH**

ACCOUNT HOLDER INFORMATION (BENEFICIARY)

Account Holder's Name: _____

Account Number: _____

Account Holder Street Address: _____

Account Holder: City _____ State _____ Zip Code _____ Country _____

Reference for Beneficiary (Invoice #, etc.): _____

Other Information to Process this Wire: _____

ADDITIONAL INFORMATION FOR INTERNATIONAL WIRES

*Payment Currency (select one): _____

**Please verify the beneficiary's account accepts the designated currency*

Beneficiary Contact Person Name: _____ Beneficiary Contact Person Phone No.: _____

International Bank SWIFT/BIC Code: _____ International IRC Sort/Routing Code (If provided): _____

IBAN Number (Required with many International Wires): _____

Payments to Mexico - CLABE Number (18 digits): _____

Payments to Canada: _____
 Transit Number (5 digits) Institution Number (3 digits) Account Number (7-12 digits)

Payments to India - IFSC: (11 characters) _____

INTERMEDIARY BANK INFORMATION (Beneficiary will provide if required)

Intermediary Bank Name: _____ Intermediary Bank SWIFT/BIC CODE: _____

APPROVAL & ACKNOWLEDGEMENT

By signing, I acknowledge that this information is correct and has been verified BY TELEPHONE with the beneficiary/vendor and I approve processing of this payment and charge associated. If a wire is returned or sent to an incorrect bank account because the provided information is incorrect, the approving department is responsible for all charges and returned wire fees.

Lehigh Staff Name _____

Signature _____

Phone _____