



HOW-TO GUIDE FOR COMPLETING: OUTGOING WIRE/ACH TRANSFER FORM Lehigh University Finance & Administration

The Outgoing Wire/ACH Transfer form (DocuSign) can be found on the Controller's AP [forms](#) page. Before you begin please refer to this [Sample Wire Form](#).

DocuSign Form Signer Information:

- Fill in the name and email of the individual verifying the bank information and hit "Begin Signing" then "Continue"

The next screen will be the fillable form with the following instructions:

Please read before completing: This form is to request an outgoing Wire or ACH payment. The person verifying the bank information should be filling out and signing this form. **Before you hit finish be sure to attach all supporting documents (bottom right corner are 2 paperclips   to attach your file(s).** Once the form is finished and signed, DocuSign will send the completed pdf via email to INAP@lehigh.edu for review and processing. The signer will also receive a copy of the completed pdf via email for their records.

Check the box "I agree to use electronic records and signatures" and "continue"

Enter the form fields for each SECTION:

1) **Banner index/account for bank/wire fee(s):**

Start by checking the box for Domestic or International Transfer. This must be done first as this will change the required/optional fields in the form.

Then enter the department index to charge the ACH/Wire fee. The default account number #73454 ("wire/ACH transfer fee") is pre-filled for your convenience.

If this is a domestic or ACH payment skip to #2. If this is an international wire transfer and the beneficiary has requested the sender to assume the receiving bank fee this will be indicated on the invoice or in writing. If you check "yes" you must provide written documentation with the paperwork.

2) **Payment Information:**

- Enter payment amount, preferred payment date, bank name, address city, state, zip code and country
- Enter the ABA/routing number – this applies to Domestic and ACH transfers only. International payments require a SWIFT code.
- Then choose the preferred payment type (ACH, domestic wire or if either one is applicable). International payments must be sent as a wire.

3) **Account Holder Information:** Enter the beneficiary information and any reference information (Invoice No., etc.)

4) **Additional Information for International Wires:** required fields are beneficiary contact person name, phone number and SWIFT/BIC code. An IBAN number is required with many International wires, though not all. In this case you can enter the account number in that field. The default currency is USD with a dropdown to select other currencies.

IRC Sort Code - Some countries throughout the international banking community have created International Routing Codes, which are used in combination with the SWIFT/BIC to aid in routing the payment through a main office to a branch. Your Beneficiary must provide the IRC to facilitate receipt of an international payment. Sending a wire without the IRC number can delay the wire, or the receiving bank may return the wire when this number is not included in the payment instructions.

If the wire is going to a bank in Mexico, Canada or India please fill in the applicable fields.

INTERMEDIARY BANK information: An intermediary is the bank between the originating bank and the beneficiary bank. If there is no direct payment relationship between the originating and beneficiary banks the transfer must go through an intermediary bank.

The Account Holder/Beneficiary will provide the Intermediary bank information. Enter the bank name and SWIFT/BIC code in the form fields.

5) **Approval & Acknowledgement:** **The bottom right corner  is where you will attach supporting documents (invoice, Payment Approval, etc.).** Enter your phone number and signature and hit "Finish"

You will receive a message: "Your document is now complete"

DocuSign will send the completed form with attachment(s) to INAP for processing. A copy will also be sent to the signer for their records.