

## BROWN UNIVERSITY WIRE TRANSFER FORM

<b>Today's Date</b> <input style="width: 95%;" type="text"/>	<b>Date Payment Required</b> <input style="width: 95%;" type="text"/>		
<b>Name of Person Preparing Form &amp; Department</b> <input style="width: 98%;" type="text"/>			
<b>Payment Type</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b>Domestic Wire (USA)#</b> <input style="width: 40px;" type="checkbox"/></td> <td style="border: none;"><b>International Wire</b> <input style="width: 40px;" type="checkbox"/></td> </tr> </table>	<b>Domestic Wire (USA)#</b> <input style="width: 40px;" type="checkbox"/>	<b>International Wire</b> <input style="width: 40px;" type="checkbox"/>
<b>Domestic Wire (USA)#</b> <input style="width: 40px;" type="checkbox"/>	<b>International Wire</b> <input style="width: 40px;" type="checkbox"/>		
<b>Payee's Name &amp; Address</b> This must be the exact name & address on the payee's bank account.	<input style="width: 98%; height: 50px;" type="text"/>		
<b>Payment Amount</b> (Record amount to be wired in the currency indicated on invoice.)	<input style="width: 98%; height: 30px;" type="text"/>		
<b>Wire Instructions – Attach wire instructions from payee's bank.</b>			
<b>Bank Name</b>	<input style="width: 98%; height: 35px;" type="text"/>		
<b>Country</b>	<input style="width: 98%; height: 25px;" type="text"/>		
<b>Bank ABA Number*</b>	<input style="width: 98%; height: 35px;" type="text"/>		
<b>Bank Account Number**</b> (IBAN, if required)	<input style="width: 98%; height: 35px;" type="text"/>		
<b>BIC (Swift Code)**</b>	<input style="width: 98%; height: 35px;" type="text"/>		
<b>Sort Code (UK Only)**</b>	<input style="width: 98%; height: 35px;" type="text"/>		
<b>Intermediary Bank Information</b> (ABA Number & SWIFT Code)^	<input style="width: 98%; height: 35px;" type="text"/>		
<b>Additional Payee Payment Instructions</b>			
Wires to India and China require the business purpose/reason for the wire and the relationship between the remitter (Brown) and the beneficiary (payee).	<input style="width: 98%; height: 50px;" type="text"/>		

# Suppliers are encouraged to sign up for ACH/Direct Deposit. Domestic Wires are not encouraged and require the approval of the Director of Disbursements.

\* ABA required for domestic wire transfer.

\*\* See the [Wire Transfer Policy](#) for definitions

^ If the receiving bank's wire transfer instructions specifies the use of an intermediary bank, record that information here.