



Payment Services Department
 1200 E. California Blvd, MC 103-6
 Pasadena, CA 91125
 Hotline: 626-395-8900

WIRE

CardQuest Wire Transfer Request

Instructions

This form is to be used to request wire transfer payments for international payees. Note that domestic payments are paid by check or direct deposit unless there are special extenuating circumstances that require a wire. Inquire with Payment Services for details. See complete policy for details: <http://procurement.sites.caltech.edu/departments/payment/payment-policies-procedures>

Complete this form and attach all supporting documentation in CardQuest. Please allow at least 2 to 3 business days to complete your request once your report has been processed in CardQuest.

Section 1 – Payee Information

Traveler Name (Payee):			Today's Date:		
Full Payee Address (Required for all wires):				Payee Telephone #: (Required)	
Full Payee Address					
City		State	Zip Code:		Country;
Beneficiary Name (if different from payee name above):					
Beneficiary Name (if different from payee name above):			Beneficiary Bank Name:		
Beneficiary Email Address:					
Swift/BIC Code:		IBAN Number:			IRC:
Currency:	ABA Number:		Bank Account Number:		
Canada: TRNO Code:		Mexico: CLABE Code:		United Kingdom: UKSORT Code:	Other:
Description to Accompany Payment:					
Comments or Special Instructions:					