

Wire Transfer Request Form

Purpose of this Form: Use this form to request a wire transfer payment for an issued Purchase Order (PO) in CSUBUY. All wire transfer requests are reviewed and approved by the Accounts Payable Department.

Instructions: Complete all required fields on this form. Supporting documentation must be attached and include either:

- A bank verification letter on the financial institution's letterhead, **or**
- A voided check containing the supplier's banking information

Incomplete, inaccurate, or missing banking information may delay processing or prevent successful transmission of the wire payment. If a wire transfer cannot be completed, payment will be issued by university check.

Important Information: The Accounts Payable Department will verify the information provided on this form against the supplier's information in the CSUBUY supplier profile. All information must match.

Section 1. Supplier/Beneficiary Information

Section 2. Financial Bank Information

Section 3. Intermediary Bank (If Applicable)

Section 4. Required Documentation and Information

Section 5. Supplier/Beneficiary Authorization

I certify that the information provided is complete and accurate, and that I, as a representative for the above names company, hereby authorize San Francisco Bay Area Network (SFBRN - Cal State East Bay, Sonoma State and San Francisco State University) to electronically deposit payments to the designated bank account. This authority remains in full force unless written notification requesting a change or cancellation. SFBRN reserves the right to cancel this service at any time. A new authorization must be completed if I make any changes to the above information. SFBRN only remits in US dollars. I understand that I'm responsible for information being provided, should an error be made, the above referenced company will be fully responsible for any investigation, fees, or recouping funds associated with the error in information. In cases where the money is not successfully transmitted to receiving bank, an additional \$45 maybe be assessed to your account for the transmittal of the funds. The bank is not responsible for any incorrect information given to them during the course of the transaction.

Section 6. Form Submission

Submit the completed form and required documents through [Secure Upload](#)

Section 7. Accounts Payable Use Only