

Mandatory Wire Payment Instruction Authentication

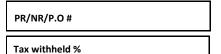
New Vendor: Yes

Wire Payment Instructions Verified: In Person **By Phone**

Existing Vendor Requesting Wire Payment Instruction Change: No

Wire Payment Instructions Verified:

In Person **By Phone**



(for AP use only)

Harvard University Wire Transfer Authorization Form – US Currency

Value Date:	Amount:
Beneficiary Bank Information	
Bank Name:	
Bank Address:	
ABA# (domestic wires only):	
Swift Code/BIC Code (international wires only):	
Beneficiary Account Name:	
(Beneficiary account name must match vendor name)	
Beneficiary Bank Account Number or IBAN number: Sort Code (6 digits):	
Sort Code (6 digits): (if applicable)	
Payment Details:	
· ·	
Intermediary/Corresponding Bank (Only if applicable)	
Bank Name:	
Bank Address:	
ABA#:	
Bank Account Number:	<u> </u>
Reference:	
Department Requestor and Approver	
Name of Requestor:	Date:
Telephone #:	
Authorized Signature:	Date:
<u> </u>	
Office of Treasury Management Use Only	
Wire Initiated By:	Date:
Wire Released By:	Date:
Bank Reference #:	

Staple this form to the front of each invoice:

SEND TO:

CASH MANAGEMENT - OFFICE OF TREASURY MANAGMENT 1033 Massachusetts Avenue, 2nd Floor, Tel. 617-496-3018