

**For Internal Use Only**

Vendor ID \_\_\_\_\_

Date Received \_\_\_\_\_



**WIRE TRANSFER AUTHORIZATION FORM**

**Form must be typed, signed and dated by the payee. In order to properly credit your bank account, please provide the following information.**

**Payee Information:**

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code/Country: \_\_\_\_\_

**Bank Information:**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

**(The name on your bank account must be exactly the same as the name that you registered with as an FIU supplier. If this is not the case, please contact [vendors@fiu.edu](mailto:vendors@fiu.edu) to inquire about updating your FIU Supplier file to match your bank account name.)**

Payee's Bank Account Number: \_\_\_\_\_

IBAN Number (International): \_\_\_\_\_

ABA/Routing Number (Domestic): \_\_\_\_\_

SWIFT Code/BIC Code (International): \_\_\_\_\_

CLABE # (Mexico only): \_\_\_\_\_

SORT Code (UK only): \_\_\_\_\_ Other Banking Codes, please specify: \_\_\_\_\_

**\* There is no need to provide correspondent/intermediary bank information. FIU can only wire directly to the payee's bank account.**

**TERMS AND CONDITIONS**

By signing this form, you authorize Florida International University (FIU) to credit your bank account via wire transfer. Wire transfers will only be sent in U.S. currency (USD). FIU is not responsible for any fees that the beneficiary bank may charge. Payees are encouraged to check with their bank for additional wire transfer requirements. For example, in some countries payees need to confirm receipt of a wire transfer before funds can be applied to the payee's account.

A new authorization form must be completed if you close this bank account or if you wish to designate a different bank account to receive the funds. Failure to notify FIU of a change in bank account information will cause a delay in receiving payment.

The vendor is responsible for any fees assessed due to providing incorrect banking information. The Department doing business with the vendor is responsible for collecting the fee.

FIU will not be responsible for any loss that may arise by reason of error, mistake, or fraud on information provided on this form.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_