



Mandatory Wire Payment Instruction Authentication

New Vendor:	AND	Existing Vendor Requesting Wire
Yes No		Payment Instruction Change:
If Yes, Wire Payment Instructions	Yes No	
Verified by _____	If Yes, Wire Payment Instructions Verified by _____	
In Person By Phone	In Person By Phone	

PR/NR/P.O #
Tax withheld % (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): _____
(if applicable)

Payment Details: _____

**USD Wires must be minimum \$1000 and sent internationally, no domestic wires allowed*

Intermediary/Corresponding Bank (Only if applicable)

Bank Name: _____

Bank Address: _____

ABA#: _____

Bank Account Number: _____

Reference: _____

Department Requestor and Approver

Name of Requestor: _____ Date: _____

Telephone #: _____

Authorized Signature: _____ Date: _____

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 MANAGEMENT
1033 Massachusetts Avenue, 2nd Floor, Tel. 617-496-3018