

Johns Hopkins University
International Inter-Company Bank Transfer Form

NOTE: All wire requisitions and supporting documents must be received by Treasury Department no later than 12:00pm daily for processing.

Wiring Instructions

Vendor Name _____

Vendor Number _____

TRANSFER FROM:

Beneficiary Account Name _____

Beneficiary Bank account # _____

Name of Beneficiary Bank _____

Branch of Bank _____

City and Country of Bank _____

SWIFT or BIC code _____

Purpose of Wire _____

**Optional - Correspondent Bank Info _____

TRANSFER TO:

Beneficiary Account Name _____

Beneficiary Bank account # _____

Name of Beneficiary Bank _____

Branch of Bank _____

City and Country of Bank _____

SWIFT or BIC code _____

Purpose of Wire _____

**Optional - Correspondent Bank Info _____

Budget Information

** IF applicable P.O. # to be charged _____

GL Account	Cost Center	Internal order	Fund	US\$	or	Foreign Currency Amount

Currency Type to be wired _____

Total Wire Amount \$ _____

Foreign Exchange Rate _____

Email Address Department _____

Email Address Beneficiary _____

Requesting Department Approval

Prepared By:

Signature _____

Print Name _____

Phone # _____

Date _____

Reviewed and approved by Supervisor

Signature _____

Print Name _____

Phone # _____

Date _____

TREASURY DEPARTMENT USE ONLY

Reviewed By

Signature _____

Print Name _____

Date _____

Originated By

Signature _____

Print Name _____

Date _____

Released By

Signature _____

Print Name _____

Date _____

Over \$10,000.00 Initials

Treasury Approval _____

Sequence # _____