

Electronic Funds Transfer Request Form

Please complete the following steps and attach appropriate documentation (i.e., invoice/contract):

1. Use your Purchasing Card if possible. Contact the [Purchasing Card Administrator](#) to change the international settings or limit on your card. If this option is not available, proceed to step #2.
2. Ask the entity/individual to complete Form W-9 (if US tax payee) or respective Form W-8 (if non-US tax payee). If you have questions regarding this step or this form, please contact accounting@messiah.edu.
 - a. US Tax Payee: [Form W-9](#)
 - b. Non-US Tax Payee (Entity): [Form W-8BEN-E](#)
 - [Instructions for Form W-8BEN-E](#)
 - c. Non-US Tax Payee (Individual): [Form W-8BEN](#)
 - [Instructions for Form W-8BEN](#)
3. Complete the form fields below and **upload all documentation (request form, invoice & IRS form) via [Secure Upload](#)**.

Requestor Name: _____ Department Name: _____

Date Needed: _____ Wire Amount: _____

Org: _____ Account: _____ Currency Type: _____

Include the wire instructions below. If this information is already included on your document attachments, please write "see attached."

Bank Name: _____ Bank ABA# (Domestic): _____

Account Name: _____ Bank Swift Code (Int'l): _____

Account Address: _____ Bank Account #: _____

Purpose: _____

Special Instructions: _____

Supervisor Signature

2nd Signature if over \$25,000

Date

Date

Please allow 2-3 days processing time for wire requests once all information is provided.