



## STATE OF MARYLAND WIRE PAYMENT REQUEST

### SECTION I (REQUIRED)

MUST BE TYPED

1. Agency ID _____ <u>R35</u> _____	2. Agency Contact _____ <u>LaShawnda Gilbert</u> _____
3. Agency Name _____ <u>University of Maryland Eastern Shore</u> _____	4. Agency Phone Number _____ <u>410-651-6096</u> _____
5. Vendor Name _____	6. Vendor TIN and Mail Code _____
7. Foreign Currency Type and Amount _____	8. USD Amount _____
9. Beneficiary Name on bank account _____	
10. Beneficiary Address _____	
11. Account Number _____	12. IBAN _____
13. Bank Name _____	
14. Bank Address _____	
15. Additional Information _____ _____	

### SECTION II – BANK ROUTING INFORMATION

16. ABA/Routing (Domestic) _____	17. SWIFT Code/BIC _____	18. Other Routing Codes (eg. IFSC Code) _____
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### SECTION III – FOREIGN WIRES ONLY

19. Correspondent Bank Name _____
20. Correspondent Bank Address _____
21. Swift Code/BIC _____

### SECTION IV – VENDOR'S APPROVAL

22. Approve Name (print) _____	Approver Signature and Date _____
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**STATE OF MARYLAND  
WIRE PAYMENT REQUEST  
INSTRUCTION SHEET**

**Purpose:**

Request payment to a vendor via wire transfer in U.S. dollars or foreign currency. The payment may be a wire transfer, either in US dollars or foreign currency.

**Who will use the form?**

Agencies requesting payment to a payee's bank account via wire transfer.

**Routing and General Instructions:**

Attach form to an invoice and send with the transmittal to Vendor Services in the General Accounting Division. Alternative routing options: email to [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) or fax to 410-260-7960.

**Processing:**

Allow three full business days for processing. Vendor will be wired payment according to payment terms. If urgent, please email [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) with details, including the reason for the urgency.

**Questions:** Email to [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) or call 410-260-7814.

**DEFINITIONS**

**BENEFICIARY'S NAME** – The vendor's name as it appears on their bank account.

**IBAN** – An International Bank Account Number consisting of a two-character country code, two-character check code and any additional characters present (up to 34 alphanumeric characters.)

**SWIFT/BIC** – The unique identification code of a particular bank; 8 or 11 characters in length.

**ABA (ROUTING)**– A 9 character numeric code that identifies a financial institution within the United States.

**CORRESPONDENT BANK** – A financial institution where the transaction is routed prior to sending it to the vendor's bank.

**IFSC** – Indian Financial System Code – An 11-character code used to identify a branch within the Indian Financial System.

**Additional Information:** Information to assist in processing the wire such as VAT#, Invoice #, Purpose of Payment, Receiving Bank Contact Information, etc.