

This sheet is to be used only for international and foreign currency payments

**Brandeis University**  
**Wire Transfer Request Form**  
(Attach to the Payment Request Form)

Swift code is either 8 or 11 digits, and contains mostly letters, with a few digits. Swift codes always contain the country code (squared in blue)

Value Date: \_\_\_\_\_

**Beneficiary Bank Information:**

Bank Name: THE ROYAL BANK OF SCOTLAND, PLC

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

ABA # (domestic wires only): \_\_\_\_\_

Swift Code (international wires only): RBOS**GB**2L

Beneficiary Account Name: (Individual or Business)

Beneficiary Bank Account Number or IBAN number: GB29 RBOS 6016 1331 9268 19

Reference: Must include (i.e. Invoice #, event name, reimbursement for travel, etc.)

Amount: (Any currency)

The IBAN varies in length and format by country. IBAN is mainly used in Europe, and some Middle Eastern countries. IBANs are always alphanumeric, and contain at least 16 characters.

**Intermediary Bank Information:** (Only needed if beneficiary bank has no domestic presence)

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

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

ABA #: \_\_\_\_\_

Beneficiary Bank Account Number: \_\_\_\_\_

Reference: \_\_\_\_\_

Must complete entire section

Prepared By: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Approval 1. \_\_\_\_\_ Date: \_\_\_\_\_

Approval 2. \_\_\_\_\_ Date: \_\_\_\_\_

A/P Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Wire Initiated By: \_\_\_\_\_ Date: \_\_\_\_\_

Wire Released By: \_\_\_\_\_ Date: \_\_\_\_\_