

**San Francisco State University
Accounts Payable**

Request for Wire Transfer of Funds

This form is to be used for transmittal of currency from San Francisco State University to the receiving party bank account, foreign or domestic institution.

Please provide the following information from your department or college to have funds wired to:

College/Department Information:

Name of Project Director/Dean of College:

Project Name/College:

Chartfield account:

Amount to be transferred:

Transaction charge: \$45.00

Total amount including transaction charge:

Receiving Party Banking Information:

Name of Business/Organization/Individual:

Name of the Receiving Bank:

Bank Account to be deposited:

Location of Bank:

Bank ABA Routing Number:

Contact Info:

(name/ph#/email address)

NOTE: Time for the completion of the transaction from SFSU bank to the receiving bank ranges from 3 to 5 business days. In cases where the money is not successfully transmitted to receiving bank, an additional \$45 will be assessed to your account for the transmittal of the funds. Also, the bank is not responsible for any incorrect information given to them during the course of the transaction.

I have read and given all information pertaining to this transaction, and consider the information as correct. I am authorizing this transaction to take place, and to be charged to my account.

Project Director/Dean of College Signature: _____

Name (Please Print): _____ Date: _____