

## FOREIGN WIRE TRANSFER INSTRUCTIONS

All wire transfer's must be submitted with the following details below before submitting to 220 Arch Street, The Saratoga Bldg. room 02-121, Attn: Accounts Payable or [ap\\_finsvc@umaryland.edu](mailto:ap_finsvc@umaryland.edu) (subject: **wire transfer**)

**Invoice/Travel expense information must match the X-9 wire transfer form.**

### Details needed for a foreign wire transfer

**An invoice must have:**

University of Maryland, Baltimore name and address

Payee and address

Invoice number and date

Amount due

A valid purchase order and a receipt entered in the eUMB system for that wire

Account number and account code to be charged

Banking details (bank name, address, swift code, IBAN if needed)

Verbal confirmation letter (For *NEW* vendors or if banking details have changed)\*

\*\*\*Travel expenses or Refund forms must have a letter with vendors banking details (listed below)

**An X-9 wire transfer form must have:** ([Wire Transfer Form](#))

Vendor name, address and signed by the vendor

Bank name and address

Swift Code and bank account number

IBAN number for some counties ([see IBAN list](#))

Bank account name

Correspondent bank information is needed occasionally, this a different bank from the main bank & must be on the invoice.

If the invoice is in a foreign currency amount, a currency conversion sheet must be attached with the invoice and X-9 wire transfer form. ([Wire Transfer Form](#))

\*Law enforcement agencies continue to report an increase in wire transfer fraud against U.S. businesses. As a result Banking Services (MD State Treasury Office) is requesting that all agencies confirm the banking details on the X-9 form with a vendor by phone before submitting the invoice for processing. (This includes new or first time vendors as well). This verbal confirmation letter should have the following information:

- Department Employee Name
- Date of Contact with vendor
- Vendor contact's name

Going forward, Banking Services will compare the previous invoice/X-9 form wire instructions to current wire instructions for that vendor. If the banking details have changed and there is no indication on the documentation that the changes have been verified by the department, Financial Service will contact your department by email and the department will have to confirm via email that the new wire instructions were confirmed verbally with the vendor.

*\*An X-9 must be submitted with every invoice.*