FOREIGN WIRE TRANSFER INSTRUCTIONS

All wire transfers 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 (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.