



## Wire Request Checklist

Wire transfers are only to be processed for **international** payments or when the supplier does not accept any other payment methods. For **domestic** transfers, use the [ACH Enrollment Form, PRO-FRM-2018-004](#).

- [Wire Request Form, PRO-FRM-2018-005](#) - Use for a transfer sent directly to the person/business receiving our wire transfer.
- [Wire Request Form – Intermediary, PRO-FRM-2018-006](#) – Use for a transfer sent to the beneficiary bank using a receiving or intermediary bank. An intermediary bank is a bank that acts on behalf of the beneficiary bank. Payments will reach the **intermediary bank** before being credited to the beneficiary (the beneficiary is the person or entity who will receive the payment), which is the final destination for the transfer.

Allow an additional week to process for the initial vendor set up.

To process a wire, the below details and documents are needed. The wire will not be processed if any of the following items are missing:

- \_\_\_\_\_ The wire form needs to be filled out entirely by the department who is requesting payment, not the vendor.
- \_\_\_\_\_ A PO number needs to be created in order to post the wire in the system. Once the PO number is generated, please write it on the wire form as a reference.
- \_\_\_\_\_ A copy of the invoice needs to be included with the wire. In the event of currency conversion, use <https://www.oanda.com/currency/converter/>. Attach currency conversion along with the invoice.
- \_\_\_\_\_ A copy of the vendor's banking instructions is needed. This information needs to come from the vendor.

In addition, for *Advance International Payments* under funds beginning with 31 through 34, complete the [Advance Payment International Wire Request Form, FIN-FRM-2018-005](#), and have it approved by Lisa Solaro in Research Finance before sending to Accounts Payable. Research Finance: [lisa.moscatelli@einsteinmed.org](mailto:lisa.moscatelli@einsteinmed.org).

For all other *Advance International Payments*, complete the [Advance Payment International Wire Request Form, FIN-FRM-2018-005](#), and have it approved by Burt Blass before sending to Accounts Payable. Finance: [burt.blass@einsteinmed.org](mailto:burt.blass@einsteinmed.org).

Once all documents are collected and finalized, submit all items to Accounts Payable: Accounts Payable: [nirvanie.kharran@einsteinmed.org](mailto:nirvanie.kharran@einsteinmed.org).

**Important Information:** Payments are released according to vendor payment terms determined by the purchasing department.