

**WIre Setup (USD/International)**

To facilitate this method of payment, please provide the information requested below and return to GVSU via: Fax: 616-331-3287 Mail: GVSU Bank Desk

Attention: Bank Desk 1 Campus Drive, 2015 JHZ Allendale, MI 49401

|  |  |
| --- | --- |
| Company/Individual Name: |  |
| Address: |  |
| Contact Name: |  |
| Bank Name: |  |
| Bank Address: |  |

Indicate Currency:

Foreign Currency

U.S.D

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For Wires to US Financial Institutions: | |  | For Wires to Foreign Financial Institutions: | |
| Account # |  |  | SWIFT Code: (Required) (11 Character Preferred) |  |
| Wire Routing # |  |  | IBAN (Preferred) or Account #: |  |
|  |  |  | Intermediary Bank (If Applicable) |  |

***If you have additional information to provide, please attach to this document.***

Contact Information for person(s) to notify when payment changes are requested:

|  |  |  |
| --- | --- | --- |
| Name | Phone # | E-Mail Address |
|  |  |  |
|  |  |  |

***If this is a change in banking information, for security purposes please provide one of the following***:

* + Dollar Amount of Last Direct Deposit from GVSU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Recent Invoice Number and Dollar Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorize and request Grand Valley State University to initiate wires to my account at the financial institution named above. The electronic payment is to remain in effect until withdrawn by written notification to the University.

I understand that Grand Valley State University does not assess a wire fee to the vendor for wire transfers. Other financial institutions, including intermediary banks may, however, assess fees, resulting in a smaller amount being deposited to my account than expected.

Signature below signifies the acceptance of the above terms and conditions:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature | Job Title | Date | Phone # |

Note: If your banking information changes, you will need to complete a new form and submit it using one of the methods above.