



COLORADO COLLEGE

Office of Finance & Administration
(719) 389-6693

14 E. Cache La Poudre St.
Colorado Springs, CO 80903

Wire Transfer Instructions

Complete [W-8-BEN](#), [W-8-BEN-E](#) or [Foreign Payee Statement](#).

Today's Date: Self-explanatory.

Date Required: Please provide the date that the wire must go out (allow 3 business days processing time).

Department: Self-explanatory.

Requested by: Name of person requesting the wire.

Phone #: Campus extension.

Dept. Chair Approval: Wires must be approved by the Department Chair.

Purpose of the Wire: Please provide sufficient detail as to what, where, when, why and who on the transaction. This information is for internal accounting purposes.

Check off whether the wire is domestic or international.

Bank Name: Name of the bank where the wire is being sent.

Bank Branch: Please identify the branch location of the bank. Banks sometimes have several branches in one city and it is crucial that we send it to the right one.

Bank Address: Self-explanatory.

Bank ID: For US wires, please provide the ABA routing number. For International wires, please provide a SWIFT code.

Account Holder's Name: Name of the individual or entity who the wire is being sent to.

Account Number: For US wires, it is simply the bank account number. For international wires, please provide the IBAN (see below for more details).

Currency Type: Please tell us whether this wire is to be sent in US dollars or in any other currency.

Amount: Amount of the wire in the currency selected.

Reference Information: Please provide any information that you would like to be sent with the wire. This information should be something useful which the beneficiary can use to identify the wire.

Please provide the **FUND, ORGANIZATION, ACCOUNT & ACTIVITY** codes so that we are able to charge the transaction to your budget account appropriately & accurately.

Finally, please remember to attach all backup documentation to the wire requisition form.

IBAN INFORMATION

All banks in the European Union now require an IBAN.

Improper format: ibanDK68-3000-3574-362822 Proper

format: DK6830003574362822

These are EXAMPLES only

IBAN countries and formats:

Andorra (24 digits)	AD1200012030200359100100
Austria (20)	AT611904300234573201
Belgium (16)	BE68539007547034
Cyprus (28)	CY170020012800000012005276
Czech Republic (24)	CZ6508000000192000145399
Denmark (18)	DK5000400440116243
Estonia (20)	EE382200221020145685
Finland (18)	FI2112345600000785
France (27)	FR1420041010050500013M0260
Germany (22)	DE89370400440532013000
Gibraltar (23)	GI75NWBK000000007099453
Greece (27)	GR160110125000000001230069
Hungary (28)	HU421177
Iceland (26)	IS140159260076545510730339
Ireland (22)	IE29AIBK93115212345678
Italy (27)	IT60X0542811101000000123456
Latvia (21)	LV80BANK0000435195001
Lithuania (20)	LT121000011101001000
Luxembourg (20)	LU280019400644750000
Netherlands (18)	NL91ABNA0417164300
Norway (15)	NO9386011117947
Poland (28)	PL271140200400003002013553
Portugal (25)	PT50000201231234567890154
Slovak Republic (24)	SK3112000000198742637541
Slovenia (19)	SI56191000000123438
Spain (24)	ES8023100001180000012345
Sweden (24)	SE3550000000054910000003
Switzerland (21)	CH3900700115201849173
United Kingdom (22)	GB29NWBK60161331926819

You can find more information at
<http://www.europeanpaymentscouncil.eu/index.cfm>