



Use this form to request a check or electronic payment, to a vendor, where credit cards are not accepted.

PAYMENT REQUEST

If vendor is a Business: Submit a W9, Itemized Receipt, Supporting Documentation, Direct Deposit Form.

If vendor is an Individual: Submit an ICON Form, W-9, Supporting Documentation, Direct Deposit Form.

VENDOR INFORMATION

Payee Name:

Phone #:

Email:

Address:

City:

State:

Zip:

POC:

PAYMENT & SERVICE DETAILS

Requestor:

Amount Requested:

Funding Account:

CAST be reimbursing out of pocket travel expenses? Yes No

Grant Funding Instructions

Service Start Date:

End Date:

Services Being Provided:

Attach fliers, brochures or supporting documentation related to this event

How does the University benefit from this expense?:



WIRE TRANSFER AUTHORIZATION FORM

SUBMIT COMPLETED FORM TO:

THE UNIVERSITY OF ARIZONA
 FINANCIAL SERVICES - ACCOUNTS PAYABLE
 1303 E UNIVERSITY BLVD, BOX 5
 TUCSON, AZ 85719

OR

SECURE UPLOAD:

<https://www.fso.arizona.edu/accounts-payable/upload>

*** PLEASE SUBMIT A NEW FORM FOR ALL CHANGES/UPDATES ***

1	Taxpayer Identification Number (TIN) for verification			
	EIN	-	OR	SSN
				-
				-
2	Beneficiary Company/Name on account		Email	
	Contact Name		Phone	Ext
	Address	City	State	Zip Code
	Wire Transfer Information (domestic or foreign; complete all that apply)			
	ABA/Routing Number		SWIFT/BIC Code	
3	Account Number		IBAN	
	Institution/Transit Number		IRC	
	CLABE (Mexico only)		IFSC (India only)	
	Intermediary Bank Routing Number (if applicable)			
	Financial Institution			
4	Financial Institution Name		Phone	Ext
	Address	City	Province	Postal Code
				Country
	AUTHORIZATION FOR NEW SETUP, CHANGE(S) OR CANCELLATION			
5	<p>Pursuit to A.R.S. Sec. 35-185, I authorize the University of Arizona (UA) Financial Services Office to process payments owed to me by UA Financial Services via electronic wire transfer. UA Financial Services shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or made impossible, and my electronic payments may be posted to the incorrect account.</p> <p>I certify that I have read and agree to comply with UA Financial Services' rules governing payments and electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed. I consent to, and agree to, comply with these rules even if they conflict with this authorization form.</p> <p>I authorize UA Financial Services to stop making electronic transfers to my account without notification.</p> <p>I certify that I am authorized to contract for the entity receiving deposits pursuant to this agreement and that all information provided is accurate.</p>			
	Name	Authorized Signature (Required)	Title	Date
	UA FINANCIAL SERVICES USE ONLY			
6	Verified by and date	Entered by and date	Vendor #	Address ID
	Verified with	Input verified & approved by	Doc Number Entered	

WIRE TRANSFER AUTHORIZATION FORM INSTRUCTIONS

DIGITALLY SIGNED FORM IS PREFERRED

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Part 1 - Taxpayer Identification Number (TIN): Enter your nine-digit TIN. The TIN is either your nine-digit Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) or Social Security Number (SSN) assigned by the Social Security Administration (SSA), whichever one is associated with the Legal Name in Part 2. This detail is used to validate deposits to correct vendor. If you are a Non-Resident Alien in the U.S. for a short period of time, please leave this section blank.

Part 2 - Beneficiary: Complete all information to include company name or payee name, email address for remittance detail and wire transfer communications.

Part 3 - Wire Transfer Information: Consult with your financial institution to provide all necessary or required information. Missing or incomplete information will result in delays.

Part 4 - Financial Institution: Complete information as required by your financial institution.

Part 5 - Authorization: Only an authorized signer is able to authorize setup and changes. Digital signatures are authorized to maintain form in digital format for upload to website provided.

Part 6 - UA Financial Services Use Only: Do not complete.