

ACH/Wire Transfer Request Form

Wire Detail

Date Submitted:

JU Vendor ID#:

or W9 attached

Payee:

Payment Date/Due Date:

Reason for Request:

Special Instructions:

Financial Information: PLEASE ATTACH IF PROVIDED BY VENDOR

Financial Institution:

Address of Financial Institution:

Account Number:

/ Routing Number:

(Please indicate if routing number is ACH or Wire, if known)

For Further Credit To (optional) Acct #

Phone:

Account Detail

Account Number to Charge:

Requested By:

Approved By:

Please note the followin : ACH/Wires are processed every Thursday

*** ALL REQUESTED INFORMATION MUST BE COMPLETED TO ENSURE PROPER AND TIMELY PROCESSING ***