



FINANCIAL SERVICES
University of Maryland, Baltimore County
1000 Hilltop Circle, Baltimore, MD 21250

**Instructions for completing the State of Maryland
Wire Payment Request (GAD X-9) form
for an international wire transfer**

Section I – (Required)

Lines 1 through 4 are completed by UMBC.

Line 5. Vendor Name – List the name of the individual payee.

Line 6. Leave this line blank.

Line 7. Leave this line blank. It is not applicable because we will be wiring in US Dollars (USD).

Line 8. Amount to be transferred in USD, must complete.

Line 9. Name on the payee's bank account. In most cases it will be the same as the Vendor Name on line 5.

Line 10. Actual mailing address of individual payee, make sure that the City, Country, and Postal Code are included.

Line 11. Payee's bank account number.

Line 12. IBAN, International Bank Account Number. The payee's bank will supply this number if it is not known by the individual.

Line 13. Name of the payee's bank.

Line 14. Payee's bank address.

Line 15. Optional additional bank information.

Section II – Bank Routing Information

Line 16. Leave blank for foreign wire transfers.

Line 17. SWIFT Code/BIC – Society for Worldwide Interbank Financial Telecommunication Code. This code identifies the bank or financial institution. The payee's bank will supply this code. It will be 8 to 11 characters long.

Line 18. Optional, used if the bank has additional routing codes, if needed the payee's bank will provide.

Section III – International Wires Only

Lines 19, 20 and 21. This section must be completed if the payee's bank uses an intermediary bank. Payee's bank to supply this information. If the bank does not use an intermediary bank, Section III can be left blank.

Section IV – Vendor's Approval

22. Payee to print name, sign and date. This signature is verifying that the information on this form is correct.

Additional Information Needed: Please submit wire information for the payee's bank, on bank letterhead, with contact information for the bank representative verifying the information so that we may contact the payee's bank directly if necessary.