

Flagler College Outgoing Bank Wires

Requested Wire Date		Department
Amount in USD		
Name of Recipient (Account Holder)		
Address of Recipient (Account Holder) Line 1		
Address of Recipient (Account Holder) Line 2		
Bank Account Number		
IBAN (European Banks)		
Swift Code or Business Identifier Code (BIC)		
International Routing Code (IRC)		
Bank Name		
Bank Address		
Additional Information to Identify Wire		
Charge Wire to Account Code		
Flagler College Wire Transfer Fee		
Preparer's Name (print)		
Preparer's Signature		
Preparer's Phone Number		
Supervisor's Name (print)		
Supervisor's Signature		
Study Abroad Office Reviewer		
Study Abroad Approval (Signature)		

Complete the form with the required information for the bank wire
 Send backup documentation along with the wire form
 Wire requests must be signed, scanned and emailed as PDF, or printed and submitted for proof of signature

Contact Business Services with questions:

For Study Abroad contact Tracy Shilliday:

TShilliday@flagler.edu (904)819-6378

For Student Accounts contact Jennie Ortiz:

JOrtiz@flagler.edu (904) 819-6420

****Business Services performs wire transfers in USD only.**

Complete this form and email request with backup information, or send via interdepartmental mail.
 Send an email to TShilliday@flagler.edu or JOrtiz@flagler.edu with "Bank Wire Transfer Request" as the subject line.
 If a new vendor is needed, contact LStrait@flagler.edu to have the vendor added.

Released By: _____

Date Released: _____