

## How to Request a Domestic Wire Transfer Payment

A Wire Transfer Payments is an electronic payment made to a vendor for a specific amount. Instructions are sent to our bank then the electronic payment is made to the vendor's bank. These payments are made by the Accounts Payable Department of the Controller's Office. Wire payments are manually intensive and cost considerably more than a paper check payment. These payments generally are made for large amounts and have little recourse once the instructions are given to our bank. Therefore, it is critical that Accounts Payable is given accurate information and sufficient lead time to make the payment timely.

The following information should be added to the Check Request, Travel Expense Voucher, Advance Request, or other payment request document.

1. Beneficiary name (payee)
2. Beneficiary bank account number
3. Bank name and ABA routing number
4. Dollar amount of the wire



***ABA Routing Number (generally the first nine numbers displayed on the bottom left of the check or deposit slip)***

The payment request document with wire instruction information (above) should be sent to Accounts Payable, Box 0812. If the request is complete and contains the appropriate approval, the Accounts Payable staff will enter the payment request into PeopleSoft and then will send the wire instructions to the bank. The wire transfer payment will generally credit the vendor's bank within 24 to 48 hours after the instructions are sent to our bank.

### Questions

For assistance with wire transfer payments, please use the following contacts:

Disbursement Accounting Unit      [disbursements@accounting.ucsf.edu](mailto:disbursements@accounting.ucsf.edu)

Disbursement Accounting Supervisor      415-476-9291

AP Service Desk      415-476-2126

[Apservicedesk@ucsf.edu](mailto:Apservicedesk@ucsf.edu)