



WIRE TRANSFER REQUEST FORM

(type and submit as an Email Attachment. *See email instructions below)

Name of Award: _____ AMOUNT: \$ _____ DATE: _____

STUDENT / PAYEE INFORMATION:

Company Name: _____

FIRST Name: _____ MIDDLE Name: _____ LAST Name: _____

Address (NO PO Box): _____

City _____ State: _____ Postal Code: _____

Country: _____ Telephone number: _____

Email Address: _____

BANK INFORMATION

Bank Name: _____

Branch Name: _____

Bank Phone Number: _____

Address: _____

City _____ State/Postal Code _____ Country _____

Account Holder's Name _____

Account Number _____

Routing Number/ABA _____ Swift Code (International) _____

CLAVE/CLABE# for Residents of Mexico (Clave Bancaria Estandarizada) (18 digits) _____

CORRESPONDING BANK IN US: (when funds are being transferred outside of the US and the international bank requires an intermediary bank)

Bank Name: _____

Address: _____

Phone Number: _____

Swift Code/BIC# _____

AUTHORIZATION TO TRANSFER FUNDS INTO ANOTHER ACCOUNT:

I, _____ authorize Society for Science & the Public to transfer my award of \$ _____ (U.S. Funds) into the account of _____ This person is my ___ Mother ___ Father ___ Aunt ___ Uncle ___ Other _____

SEP STAFF ONLY

Written authorization to transfer funds to person listed above received Yes No

INTERNAL SSP USE ONLY

Staff Requesting Wire (Initial) _____ Wire Initiated By: _____

GL-Dept. Code to Charge: (ex.: 55500-3190 - Student Award) _____

APPROVALS: Dept. Approval must be signed. Both Dept. and Acct. Approvals must be completed for amounts over \$10,000

Dept. Approval: _____ Acct. Approval: _____

Email to: SSP, Science Education Programs at sciedu@societyforscience.org

(Once you have entered your information, choose File, then select Email, or click on the email button  on the toolbar.)