



Payment Details

Amount *:	
Currency *:	USD
Description *:	

Beneficiary

Name *:	
Account # / IBAN *:	
Account Type:	☐ Checking ☐ Savings ☐ Not Applicable
Address 1 *:	
Address 2:	
Address 3:	

Beneficiary Financial Institution

Bank Name *:	
SWIFT / BIC *:	
Ref Code:	
Address 1 *:	
Address 2:	
Address 3:	

Field Format Guidance

Amount: Enter numbers only; use decimals when applicable, such as 1,234.56.

Currency: Use the three-letter currency code.

Beneficiary Name: Use the full legal name that matches the bank account.

Account Number / IBAN: Enter exactly as provided in the wire instructions.

Account Type: Select Checking, Savings, or Not Applicable / International.

Address Fields: Include the complete address and country when available.

Bank Name: Enter the full financial institution name.

SWIFT / BIC: Use 8 or 11 letters/numbers, such as ABCDUS33 or ABCDUS33XXX.

Reference Code: Enter any invoice, program, payment, or bank reference provided.

Bank Routing Number: For a U.S. intermediary bank, enter the 9-digit ABA routing number.

Intermediary Banks: Complete only if included in the wire instructions.

For international wire payment entry

Complete required fields and attach support. Use intermediary sections only if required.

U.S. Intermediary Bank, if any

Bank Name:	
Bank Routing #:	
Bank Address 1:	
Bank Address 2:	
Bank Address 3:	

Foreign Intermediary Bank, if any

Bank Name:	
SWIFT / BIC:	
Ref Code:	
Address 1:	
Address 2:	
Address 3:	

Internal Review

Prepared By:	
Date Prepared:	
Reviewed By:	
Date Approved:	