

## ACH/Wire Transfer Request Form

**Wire Detail**

**Date Submitted:**

**JU Vendor ID#:**

**or W9 attached**

**Payee:**  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Date/Due Date:**

**Reason for Request:**

**Special Instructions:**

**Financial Information: PLEASE ATTACH IF PROVIDED BY VENDOR**

**Financial Institution:**

**Address of Financial Institution:**

**Account Number:**

**/ Routing Number:**

(Please indicate if routing number is ACH or Wire, if known)

**For Further Credit To (optional) Acct #**

**Phone:**

### Account Detail

**Account Number to Charge:**

**Requested By:**

**Approved By:**

**Please note the followin : ACH/Wires are processed every Thursday**

**\* ALL REQUESTED INFORMATION MUST BE COMPLETED TO ENSURE PROPER AND TIMELY PROCESSING.**