



## STATE OF MARYLAND WIRE PAYMENT REQUEST

### SECTION I (REQUIRED)

MUST BE TYPED

1. Agency ID

2. Agency Contact

3. Agency Name

4. Agency Phone Number

5. Vendor Name

6. Vendor TIN and Mail Code

7. Foreign Currency Type and Amount

8. USD Amount

9. Beneficiary Name on bank account

10. Beneficiary Address

11. Account Number

12. IBAN

13. Bank Name

14. Bank Address

15. Additional Information

### SECTION II – BANK ROUTING INFORMATION

16. ABA/Routing (Domestic)

17. SWIFT Code/BIC

18. Other Routing Codes (eg. IFSC Code)

### SECTION III – INTERNATIONAL WIRES ONLY

19. Correspondent Bank Name

**NOTE: VENDOR IS RESPONSIBLE FOR ANY FEES RELATED TO RETURNED WIRES WHEN THE CORRESPONDENT BANK PROVIDED IS INCORRECT OR WHEN A CORRESPONDENT BANK IS NOT PROVIDED**

20. Correspondent Bank Address

21. Swift Code/BIC

### SECTION IV – VENDOR'S APPROVAL

22. Approve Name (print)

Approver Signature and Date

**STATE OF MARYLAND  
WIRE PAYMENT REQUEST  
INSTRUCTION SHEET**

**Purpose:**

Request payment to a vendor via wire transfer in U.S. dollars or foreign currency. The payment may be a wire transfer, either in US dollars or foreign currency.

**Who will use the form?**

Agencies requesting payment to a payee's bank account via wire transfer.

**Routing and General Instructions:**

Attach form to an invoice and send with the transmittal to Vendor Services in the General Accounting Division. Alternative routing options: email to [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) or fax to 410-260-7960.

**Processing:**

Allow three full business days for processing. Vendor will be wired payment according to payment terms. If urgent, please email [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) with details, including the reason for the urgency.

**Questions:** Email to [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us) or call 410-260-7814.

**DEFINITIONS**

**BENEFICIARY'S NAME** – The vendor's name as it appears on their bank account.

**IBAN** – An International Bank Account Number consisting of a two-character country code, two-character check code and any additional characters present (up to 34 alphanumeric characters.)

**SWIFT/BIC** – The unique identification code of a particular bank; 8 or 11 characters in length.

**ABA (ROUTING)**– A 9 character numeric code that identifies a financial institution within the United States.

**CORRESPONDENT BANK** – A financial institution where the transaction is routed prior to sending it to the vendor's bank.

**IFSC** – Indian Financial System Code – An 11-character code used to identify a branch within the Indian Financial System.

**Additional Information:** Information to assist in processing the wire such as VAT#, Invoice #, Purpose of Payment, Receiving Bank Contact Information, etc.