Wire Check list and Procedure

Note: Wire transfers will only be processed for International payments or when the supplier does not accept other payment methods. For Domestic transfers, please fill out an ACH form.

Which form to use:

Regular Wire form – A transfer sent directly to the person/business receiving our wire transfer.

Intermediary Wire form – A transfer sent to the beneficiary bank using a receiving or intermediary bank.

An intermediary bank is a bank that acts on behalf of the beneficiary bank. Payments will reach the intermediary bank before being credited to the beneficiary (the beneficiary is the person or entity who will receive the payment), which is the final destination for the transfer.

In order to process a wire, the below details and documents are needed. The wire will not be processed if any of the below requests are missing.

_____The wire form needs to be filled out entirely by the department who is requesting payment, not the vendor.

_____A PO # needs to be created in order to post the wire in the system. Once the PO# is generated, please write it on the wire form as a reference.

_____A copy of the invoice needs to be included with the wire.

_____A copy of the vendor's banking instructions is needed. This information needs to come from the vendor.

For Advance International Payments under funds beginning with 31 thru 34 - Please have the International Wire Transfer form approved by Research Finance before sending to Accounts Payable.

Research Finance
suzanne.locke@einstein.yu.edu

For all other Advance International Payments - Please have the International Wire Transfer form approved by Burt Blass or Karen Rosenthal before sending to Accounts Payable.

burt.blass@einstein.yu.edu                  karen.rosenthal@einstein.yu.edu

Once all documents are collected and finalized, please forward to Accounts Payable.
tamica.alexander@einstein.yu.edu

Please allow an additional week to process for the initial vendor set up.

IMPORTANT INFORMATION:

PAYMENTS ARE RELEASED ACCORDING TO VENDOR PAYMENT TERMS DETERMINED BY THE PURCHASING DEPARTMENT