Wire Transfer Request Instructions

The Wire Transfer Request Form consists of several lines of data all of which are necessary for the successful completion of the transfer of funds from our bank to your bank. **Account numbers and ABA routing numbers need to be confirmed with your financial institution prior to completing this form.**

**Name:** Name of learner requesting wire transfer

**ID#:** Student’s ID#

**Daytime Phone #:** The number at which you may be reached during business hours

**Bank Name:** The name of your financial institution

**Bank Address:** City and state only

**Bank Phone#:** Your branch’s telephone number; not a 1-800 number.

**Account #:** Please confirm with your financial institution. Specify that this transaction is an inbound wire transfer, not an ACH transaction.

**Account Name:** The name on the account. We need your written permission to wire transfer funds into an account which is not in your name. This written permission should be emailed to: businessoffice@myunion.edu. Simply state: I authorize Union Institute & University to wire transfer my funds to first name last name’s account. Include your name and learner ID# in the subject line of the email.

**Bank Routing (ABA) #:** The ABA Routing Number serves to identify the specific financial institution responsible for the payment of a negotiable instrument. This 9-digit number may or may not be the same as the one printed on your check stock. Please confirm the 9-digit ABA routing number specific for wire transfers with your financial institution.

If you bank with a small, local bank or a credit union please ask them if they use an intermediary bank for inbound wire transfers. If they do, you will need the following information:

**Intermediary Bank:** The name of your financial institution’s intermediary bank. This may be a bank or a federal credit union.

**Address:** City and state only

**Bank Routing (ABA) #:** The 9-digit American Bankers Association number used by your financial institution’s intermediary bank.

It is often easiest to contact the Business Office to provide wire information. We will complete the form for the student. Wire requests are not automatic and must be submitted each time you expect to receive a refund along with the banking information. We do not store this information for future use. Please feel free to contact the Business Office at 800-486-3116 x 1095 with any questions you may have regarding wire transfers.