

FOREIGN WIRE TRANSFER INSTRUCTIONS

All wire transfer's must be submitted with the following details below before submitting to 220 Arch Street, The Saratoga Bldg. room 02-121, Attn: Accounts Payable or ap_finsvc@umaryland.edu (subject:

Details needed for a foreign wire transfer

An invoice must have:

University of Maryland, Baltimore name and address

Payee and address

Invoice number and date

Amount due

Banking details (bank name, address, swift code, IBAN if needed)

Verbal confirmation letter (For *NEW* vendors or if banking details have changed)*
