

**University of California, Berkeley  
Foreign Bank Authorization Form**

Form must be typed. Forms with hand-written information and/or lacking completed fields will be returned. [Review banking code definitions](#)

**Payee Information**

Payee \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and Country \_\_\_\_\_  
Vendor Number\* \_\_\_\_\_

*\*Must be filled out by Department before submitting.*

**Bank Information**

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
Name on Account \_\_\_\_\_  
Payee Bank Account Number \_\_\_\_\_  
SWIFT code (8-11 digits alphanumeric) \_\_\_\_\_  
IBAN (Primarily Europe - length varies) \_\_\_\_\_  
CLABE (Mexico wires - 18 digits) \_\_\_\_\_  
Sort Code/Other Banking Codes, please specify: \_\_\_\_\_

**Intermediary Bank (if required by receiving bank)**

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
Account Number \_\_\_\_\_  
(Optional) ABA Number/SWIFT code \_\_\_\_\_

**Wire Authorization**

I hereby authorize: (Check the appropriate selections)

the University of California, Berkeley to deposit payments via Wire Transfer, and  
the above named financial institution to credit payments to this account.

the University of California, Berkeley to cancel my wire payment election.

This authorization will remain in effect until canceled in writing. A new authorization form must be completed if you close this bank account or if you wish to designate a different bank account to receive the funds. Failure to notify the Accounts Payable Office of a change in account information will cause a delay in receiving your payments and may result in your payment being subject to additional bank fees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Wet or Certified Digital Signatures Only*

If company, please print your name: \_\_\_\_\_ Title: \_\_\_\_\_

Return Form to: [disburse@berkeley.edu](mailto:disburse@berkeley.edu) or mail to U.C. Berkeley, Disbursements Office, 2195 Hearst Ave., Room 159, Berkeley, CA 94720-1101

Note: Payees are encouraged to check with their banks for additional wire transfer requirements. For example, in some countries payees need to confirm receipt of the wire transfer before funds can be applied to the payee's account.