

INTERNATIONAL PAYROLL WIRE SETUP FORM

IMPORTANT: Completed forms contain Restricted Data (bank account #s); delivery by hand or facsimile preferred. If not practical, completed forms may be emailed *only if* they are encrypted. Instructions for using Adobe Acrobat Pro to encrypt a PDF file with a password are attached.

SECTION A

Employee Name: _____ Employee ID: _____

Bank Name: _____

Bank Address, City, State,
Zip, Country: _____

Beneficiary (Account Holder): _____
(exact name on bank account)

Beneficiary Account Number: _____

Reference Information: _____
(25 character limit)

Select Payment Currency: _____ Convert funds to local currency (default)
Do not convert funds to local currency; the above receiving bank is expecting US Dollars

International BIC ID / SWIFT Code: _____
(8 to 11 characters)

IBAN for European Union Countries: _____

Payments to Mexico (CLABE No): _____
(18 digits)

SECTION B

I authorize the University of Wisconsin to deposit the payroll funds owed to me into the financial institution of their choosing to assist in the disposition of my funds into the international account entered above. Once deposited, the University will wire the payroll funds to this account. If funds to which I am not entitled are wired to the above-specified account, I acknowledge I must repay the University for the overpayment. I understand that the authorization may be rejected or discontinued by the University at any time.

Employee Signature: _____ Date: _____

Note: For each payment, a wire confirmation email from notificationsservice@usbank.com will be delivered to the business email address on record for the employee.

SECTION C -- UW Institution's HR/Payroll Office Use Only --

Wire Fee Funding Source: _____
Bus Unit-Fund-Dept ID-Program-Project

Preparer Name (if not employee)	Preparer Signature	Phone
Department Approver Name	Department Approver Signature	Date
Dean/Division Approver Name	Dean/Division Approver Signature	Date

SECTION D -- UW-Shared Services Use Only --

UW ABA Transit Routing Number: _____ Name of Financial Institution: _____

Account Number: _____ City, State: _____

UW-Shared Services International Payroll Wire Form Instructions

Completed forms must be submitted to UW-Shared Services **one week** before the final payroll calculation date. Employee's Human Resource/Payroll office will have an earlier deadline.

1. Employee completes Section A

Employee Name	Name of the employee earning wages
Employee ID	HRS Employee ID of the employee earning wages (8 digits)
Bank Name	Full name of the bank the payment should be sent to
Bank Address, City, State, Zip, Country	Full address of the bank the payment should be sent to
Beneficiary (Account Holder)	Exact name of bank account owner
Beneficiary Account Number	Account number for the receiving bank account
Reference Information	An optional message that can be included with the transmittal; no more than 25 characters including spaces
Select Payment Currency	Wages will automatically be converted to the receiving bank's local currency. However, if the receiving bank accepts US Dollars and the employee prefers all payments be made in US Dollars, check the box next to "Do not convert funds to local currency."
International BIC ID / SWIFT Code	The BIC ID (Bank Identifier Code) is an 8-character code, also known as the SWIFT address/code, and is uniquely assigned to banks. Three-character branch codes can be added to the BIC ID to designate which branch of a bank should receive the SWIFT message. BIC IDs with branch codes have 11 characters. SWIFT (Society for Worldwide Interbank Financial Telecommunication) is a bank-owned cooperative supplying secure messaging services and interface software to financial institutions in over 200 different countries.
International Bank Account Number (IBAN)	A series of alphanumeric characters that uniquely identify customer accounts held at banks anywhere in the world, but most typically at banks that process Euros. Max of characters. A list of countries currently using the IBAN program can be found at: https://www.ecbs.org/iban.htm
Payments to Mexico (CLABE No.)	The 18-digit CLABE number (Clave Bancaria Estandarizada) is required for sending payments to Mexico. The number is formed as follows: first 3 digits: bank code next 3 digits: branch office / plaza code next 11 digits: account number last digit: verification code

**UW-Shared Services
International Payroll Wire Form Instructions**

2. Employee reads and signs Section B.
3. Employee submits form to institutional HR or Payroll office using one of the approved transmittal methods described below.

IMPORTANT: The University of Wisconsin classifies employee bank account information as "Restricted" data. Transmitting via email is not secure unless the data is encrypted.

4. UW institutional HR or Payroll office completes Section C.

Wire Fee Funding Source	UW's bank charges a fee for initiating each wire transaction. International banks may also charge a fee. UW-Shared Services will complete a monthly journal to transfer these fees to the provided funding source.
Preparer Name	Name of person completing form, if not employee
Department Approver Name	Name of Department Approver If employing institution does not require departmental approval, write N/A
Dean/Division Approver Name	Name of Dean/Division Approver If employing institution does not require divisional approval, write N/A

5. UW institutional HR or Payroll office submits form to UW-Shared Services using one of the approved transmittal methods described below. If emailing, submit to serviceoperations@uwss.wisconsin.edu. The UWSS team member who processes the form will contact the submitter for the password.

IMPORTANT: The University of Wisconsin classifies employee bank account information as "Restricted" data. Transmitting via email is not secure unless the data is encrypted.

6. UW-Shared Services submits the employee's information to the UW bank in advance of the next payroll pay date.

Submit Payroll Wire Forms Securely

There are several options for securely delivering Payroll Wire Setup forms.

1. Print and hand-deliver
2. Print and fax (Ensure your fax machine does not save a copy of the form.)
3. Encrypt form with a password and attach to an email.

There are multiple tools available for encryption. Below are instructions for using Adobe Acrobat to encrypt a file with a password. *Note:* In Adobe Acrobat, saving a file with a password is not as secure as *encrypting* a file with a password. The file must be encrypted.

Encrypt a PDF file with a password using Adobe Acrobat

1. Open the PDF in Adobe Acrobat and do one of the following:
 - Choose **Tools > Protect > Advanced Options > Encrypt with Password**
 - Choose **File > Protect Using Password > Advanced Options > Encrypt with Password**

UW-Shared Services

International Payroll Wire Form Instructions

2. If you receive a prompt, click **Yes** to change the security.
3. Under Document Open, check the box next to **Require a password to open the document**.
4. Enter a password and make note of it.
5. Under Options:
 - Set Compatibility to **Acrobat 7.0 and later**.
 - Select Encrypt all document contents.
6. Click **OK**. Save.
7. Attach encrypted PDF file to an email and send.
Do NOT include the password. Wait for the recipient to ask for the password.