International Payroll Wire Request form

**NOTE:** This form is for employees who work outside the USA and request payroll be sent to an international bank.

### Submit a Request

1. Navigate to your MyUW portal.
   a. **All UW:** Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison:** Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click the **Update W-4** on the **Payroll Information** Tile.

3. Click **International Payroll Wire** tab in the bottom left.

4. Click the **Add a New Value** tab.

5. The form will open with employee information filled in.
   **NOTE:** Do not change information in these fields, any changed fields will revert back when saved.

6. Complete the form by entering information in fields as appropriate.
   a. **Bank Name** (required)
   b. **Bank Address** (required)
   c. **Account Holder** name (required)
   d. **Account Number** (required)
   **NOTE:** The information in this field will only be visible to you and designated individuals at UW-Shared Services, it will be hidden from approvers
   e. **Additional Reference Information**
   f. If the money should be sent in US Dollars, place a mark in the checkbox.
   g. **International BIC ID** (Bank Identifier Code) / **SWIFT Code**
      **NOTE:** BIC ID is an 8-character code (11 if branch code included) for more information click [here](https://example.com).
   h. **IBAN** if a European Country
      **NOTE:**
      - Countries currently using IBAN can be found [here](https://example.com).
      - The information in this field will only be visible to you and designated individuals at UW-Shared Services, it will be hidden from approvers
   i. **CLABE** (Clave Bancaria Estandarizada) number is required if sending payment to Mexico

7. Click the **Save** button at the bottom of the page.

8. Scroll to the top of the page and click the **Submit** button.

9. Click **OK**.
   **NOTE:** The request will be submitted for review and approval.

10. An email will be sent once the request has been approved or denied.
    **NOTE:** If a request is denied, click the link in the email to access the form, make any changes and resubmit the form.
Review Submitted Request

1. Navigate to **International Payroll Wire** tab.
2. Click **Search** on the **Find an Existing Values** tab
3. The submitted form will open.
   **NOTE:** If multiple requests have been submitted, click the request from the list, that you would like to view.