

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/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <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](#).
 - h. **IBAN** if a European Country

NOTE:

 - Countries currently using IBAN can be found [here](#).
 - 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.