Wire Transfer Instructions for Reimbursement

By default, Columbia will process and send a paper check for all reimbursement requests. To submit a request for wire transfer payments, navigate to the Columbia Vendor Management web form and follow the steps below:

https://forms.finance.columbia.edu/vendor-request/

1. Search for your name or ID number (if known) in the vendor information search box

2. Select your name from the results list, and click ‘Edit’

3. From the dropdown box, choose “Wire Modification”. In the comments box, indicate you are requesting to add new account details

   a. Wire Transfers are only available for international bank accounts. US bank accounts should reference the separate Direct Deposit Instructions.

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1 If you cannot locate your vendor name or number, please contact the Math Department for assistance: reimbursements@math.columbia.edu or 212-854-3950
4. Enter your name, email, and phone number. You will be contacted directly in order to validate the request and account details, so provide contact details where you can be easily reached.
5. Proceed to the account details section, and enter your bank information: bank name and address, SWIFT and IBAN codes, and account name and number.

   a. If your transfer requires a correspondent bank in order to receive a wire transfer from the US, provide the corresponding bank details in the subsequent section.

6. Enter your name and title (“Professor”, “self”, etc.), then click “Review & Continue”

7. You will receive a follow up phone call or email from Columbia Vendor Management to confirm the request and account information. If you do not provide confirmation in a timely manner, the request will expire and all information will need to be resubmitted.