

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 box¹

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Finance Gateway *ARC Vendor/Payee Request Web Form*

Welcome to the ARC Vendor/Payee Request Web Form. This online application will allow departments to request the setup of New Vendors or Payees, as well as request any modifications.

If you are a vendor, use this application to make any modifications to your information. But, please be aware that only current Vendors in our system are able to make modifications. If you are looking to add yourself to our system, please contact the Department that is requesting your services so that they may initiate the process.

In order to get started, please enter one of the following pieces of information:

- Vendor Name
- Employee Identification Number (EIN)
- ARC Vendor Number (if the Vendor/Payee already exists)

NEW / EXISTING VENDOR INFORMATION: ▼

Submit

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](#).

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

Type of Modification

Please choose the type of modification you are looking to make for this Supplier / Payee.

TYPE OF MODIFICATION:

Wire Modification

REASON FOR MODIFICATION:

Add wire account details

Continue Go Back Start Over

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.

Authorized Person's Info

AUTHORIZED PERSON'S EMAIL ADDRESS: *

[Redacted]

Enter the e-mail address of the person authorized to provide or change the vendor's / payee's bank account information.

AUTHORIZED PERSON'S NAME: *

[Redacted]

Enter the name of the person authorized to provide or change the vendor's / payee's bank account information

AUTHORIZED PERSON'S TITLE (IF APPLICABLE):

[Empty field]

DAYTIME PHONE: *

[Redacted]

Format: 8001234567


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.



The image shows a 'Wire Modification' form with the following fields:

- BANK NAME: * (Redacted)
- BANK ADDRESS: * (Redacted)
- ABA ROUTING # (US BANKS): (Empty)
- SWIFT CODE AND/OR BIC: * (Redacted)
- IBAN: * (Redacted)
- ACCOUNT NAME (NOT PAYEE NAME): * (Redacted)
- ACCOUNT HOLDER'S ADDRESS: (Empty)
- ACCOUNT NUMBER: * (Redacted)

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



The image shows a form with the following fields and buttons:

- MY TITLE: * (Redacted)
- MY COMPANY/ENTITY: * (Redacted)
- Buttons: Review & Continue, Go Back, Start Over

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.