Quick Tips for Wires

X-9 Form
- Use UMBC's fillable X-9 form. Click here or go to https://financialservices.umbc.edu/9-2forms/ under *Accounts Payable Forms*.
- The form needs to be typed, except for Section IV.
- The vendor should complete the following lines: Lines 5, 9, 10, 11, 13, 14 and 17. Additionally, line 12 should be filled out for international payments and line 16 should be completed for domestic payments.
- Section III needs to be filled out only if this is an international wire and there is an intermediary bank. The bank listed in Section III should not be the same as the primary bank.
- No other lines should be completed.
- X-9 must be signed and dated.

Banking information sheet
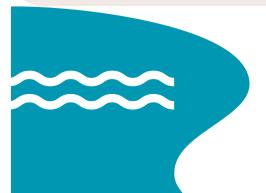The state now requires that all banking information be confirmed on a second document.
- For vendors, this information might already appear on the invoice, or they may have a document of this sort to offer.
- Otherwise, the document needs the person's name, all banking information, and a signature and date.
- This document must come from the vendor, not from you. If the vendor has questions, they need to consult their financial institution.

Backup documentation
- The information must be complete: Full addresses, including country and postal code are required.
- All information must match: An individual's name must be their full legal name that matches their W-9 or W-8 BEN. Names, addresses, banking information, etc. must match precisely on all documents.

No Domestic Wires!
The state no longer allows wires to U.S. banks. Please encourage your domestic vendors to sign up for ACH payments. The X-10 form can be found here or on the Financial Services webpage under "Accounts Payable Forms".

Let us know when you submit.
If you have an upcoming wire transfer, please email us at BusServ@umbc.edu to give us a heads-up so we can start looking at the paperwork. Questions are welcome, too. Thank you!