

WIRE TRANSFER INSTRUCTIONS

If you are planning to transfer funds to UC Irvine Extension via bank wire, it is **very important** to provide the information below to your sending bank. You must also submit a completed Wire Transfer Form by fax or e-mail so that we may locate the payment. Please be sure that the conversion rate for funds satisfies the total amount to be transferred.

UCI accounts are held with Bank of America. In order to ensure the accurate and prompt accounting for funds wired to Bank of America, we ask that you please provide the following information to your sending bank.

Our Bank and City:	Bank of America UCI Depository Global Client Services CA4-701-10-57 Building A, 10 th Floor 1655 Grant Street Concord, California 94520-2445
ABA (ACH) Routing Number:	026009593
SWIFT code:	BOFAUS3N
Bank Account Name and Number:	Regents of the University of California 1499050106
Name of UCI Department:	UC Irvine Extension – English & Certificates for Internationals Attn: Marlita Harris FAX: (949.824.2090)
Description:	Include the invoice # and/or student name and ID number

Wire Transfer Form

To: **Ms. Marlita Harris – Student Services**
UC Irvine Extension
Fax: (949) 824-2090
Tel: (949) 824-3310

Student or Agency Name: _____

Contact Person: _____

Phone/Fax: _____

E-mail Address: _____

Wire Transfer Details

A wire in the amount of \$ _____

will be wired to UC Irvine Extension on _____ / _____ / _____
(Month) (Day) (Year)

from _____ bank.
(Name of financial institution)

These funds should be allocated to the following student(s):

(You may also provide the student names on a separate sheet)

<i>Name (Family name, First name) and Date of Birth, if applicable</i>	<i>Student ID#, if applicable</i>	<i>Invoice number, if applicable</i>	<i>Year & Term</i>	<i>Program</i>	<i>Total</i>

Please also include the bank's confirmation that the wire transaction has been processed.

Please include a copy of our invoice, if applicable along with this form when faxing.