**WIRE REQUEST FORM**

|  |  |
| --- | --- |
| DATE OF WIRE REQUEST SUBMISSION[Request date] | **EXPENSE CATEGORIES** |
| Advance Ticket Purchases | Cash Prizes & Awards | Clothing | Club Related Registrations | Contracted Services | Donations | Duplicating Costs | Event Insurance | Food & Beverages | Non-Cash Gifts or Awards | Rental Fees – Conference Facilities | Other Rental Fees | Promotional Materials | Security & Housekeeping | Travel | Club Website Development |
| OFFICIAL CLUB NAME[Club name] |
| CLUB CODE[code] |
| INVOICE NUMBER[club code + invoice number (ex 315-25483)] |
| PAY TO THE ORDER OF[vendor name] |
| **Vendor W-9** (check one) Attached On File at WGA (1)W-9’s are required for vendors who receive $600 or more in payment for services from the WGA in a given year. Wires will not be processed for vendors who do not have a W-9 on file with the WGA. |
| **ITEM(S)** *Include detailed description (e.g. Website Development for Conference)* | **DATE of****Expense** | **AMOUNT of****Expense** | **EXPENSE CATEGORY** |
| [Donation] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL AMOUNT DUE TO BENEFICIARY *(NET OF WIRE FEES)* | $ |  |
| **DOMESTIC WIRE (NO CHARGE)** | **INTERNATIONAL WIRE ($40.00 CHARGE)** |
| **BENEFICIARY (VENDOR) INFORMATION**BENEFICIARY NAME  CONTACT PERSON BENEFICIARY ADDRESS BANK ACCOUNT NUMBER ROUTING NUMBER **BANK INFORMATION**NAME OF BANK  BANK ADDRESS  | **BENEFICIARY (VENDOR) INFORMATION**BENEFICIARY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BENEFICIARY ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BANK ACCOUNT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SWIFT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BANK INFORMATION**NAME OF BANK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BANK ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DESIGNATED CLUB OFFICER SIGNATURE |
| DESIGNATED CLUB OFFICER NAME (PRINT)[officer name] |