



WIRE TRANSFER REQUEST

INSTRUCTIONS:

Please email the DOACashDesk@wisconsin.gov directly through the WiBox website <https://wibox.wi.gov/dropoff>.
 Do not directly email bank account information to the DOA Cash Desk email. Completed forms *must* come through the WiBox Dropoff Portal.

Date Funds should be Transferred	
Dollar Amount	

BENEFICIARY BANK INFORMATION (Required)

Bank Name	
Branch Name	
Bank Routing Number	
Beneficiary Account Name	
Beneficiary Account Number	
Street Address (no P.O. Box)	
City, State, ZIP	

INTERMEDIARY BANK INFORMATION (If applicable)

Bank Routing Number	
Bank Account Number	
Bank Name	

ADDITIONAL INFORMATION FOR BENEFICARY (If applicable)

Detail Information that the Beneficiary will need	
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AUTHORIZATIONS (must be signed by Financial Manager or pre-established delegate)

Agency	
Contact Name (Name of person preparing this form)	
Contact Phone	
Financial Manager (or delegate) Name (please print)	
Financial Manager (or delegate) Signature	