



## WIRE TRANSFER REQUEST

### INSTRUCTIONS:

Please email the [DOACashDesk@wisconsin.gov](mailto: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 BENEFICIARY (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	