**WIRE REQUEST FORM**

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| 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] |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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] | | | | | | | | | | | | | | | | | | | |