

Concentration Banking (CB) Wire Transfer Request Form and Instructions

A maximum of 4 things may be needed:

1. Wire Request form *see attached* (completed)
2. Invoice (when needed to pay for items or services)
3. A W-8, W-9, or Exception form *see attached* (when making a payment to a supplier)
4. An email string stating approval from an IEEE Society (when necessary)

To speed up the process in sending wires please fill in all the fields with the exception of those labeled "(For IEEE use only)"

Steps if Society approval is needed:

Once appropriate fields are filled in you should save and forward the form as an attachment to the necessary Society Treasurer or Chair for their approval. You should include the CB wire transfer request form, invoice (*if necessary*), and W-8, W-9, or Exception form (*when necessary*). The Society Treasurer or Chair should indicate their approval by forwarding the email with the wire request form and email string to IEEE headquarters conference-finance@ieee.org for processing. (*The email string will serve as an audit trail documenting necessary approvals.*)

Steps if Society approval is not needed:

Once appropriate fields are filled in you should save and forward the CB wire transfer request form with an invoice (*if necessary*), and W-8, W-9, or Exception form (*when necessary*) as an attachment to IEEE headquarters conference-finance@ieee.org for processing.

Any forms that need to be filled out are attached in this file. When necessary, please remember to include any invoices and a W-8, W-9, or Exception form (*when necessary*).

If you have any questions you may contact us

Phone: +1 732 562 3878

Email: conference-finance@ieee.org

Availability: Monday - Friday, 8:00 AM - 4:30 PM Eastern Standard Time